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ABSTRACT

This catalog provides information on a wide variety of courses, programs, and school made available by Department of Defense organizations. The program consists of eighteen primarily service-operated schools offering joint training in management covering a wide variety of subjects including automatic data processing, production management, maintenance management, financial management, and supply management. These courses are designed for Department of Defense military and civilian personnel on a resident and/or nonresident basis. Space available, other government employees may also enroll. (Author/DS)

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ED 084458

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

Agency Training Directors

Enclosed is a copy of the "Defense Management Education and Training Catalog." This Catalog provides information about a wide variety of management courses offered by Department of Defense organizations. It describes training in management covering a wide variety of subjects including Automatic Data Processing, Production Management, Maintenance Management, Financial Management and Supply Management. These courses are designed for Department of Defense military and civilian personnel on a resident and/or nonresident basis. However, they are open to other Government employees on a limited space-available basis.

Any questions or requests for enrollment may be directed to the sponsoring institution. Addresses and phone numbers are provided on the enclosed sheets. We are not sending copies of this publication to subordinate training officers that your agency may have here in Washington, but are sending a supply to our Regional Training Centers with a request that they distribute it widely among non-Defense agencies in their regions. If you desire additional copies for distribution among Washington-area training officers, I suggest you call Ted Weinstein of the Defense Supply Agency (274-6049).

Sincerely yours,

John J. Bean, Director
Training Assistance Division
Bureau of Training

Enclosure

CE 000 691

SCHOOL	COMMERCIAL PHONE NO.
Air Force Institute of Technology School of Systems and Logistics AFIT-SL Wright-Patterson Air Force Base, Ohio 45433	(513) 257-2608
Department of Defense Computer Institute (DODCI) Building 175, Washington Navy Yard Washington, D.C. 20374	(202) 433-3330
Defense Industrial Security Institute c/o Defense General Supply Center Richmond, Virginia 23219	(804) 275-3750/51
Defense Intelligence School (DIS) Naval District Washington (Anacostia) Washington, D.C. 20390	(202) 433-2460
Defense Systems Management School Fort Belvoir, Virginia 22060	(703) 664-5220
Headquarters Naval Material Command (MAT0213) and Field Locations Washington, D.C. 20360	(202) 692-8685/87
Joint Military Packaging Training Center Aberdeen Proving Ground Aberdeen, Maryland 21005	(301) 278-5185
Navy Logistics Management School Washington, D.C. 20390	(202) 433-3384
Navy Management Systems Center Monterey, California 93940	(408) 664-5220
USAF Air Training Command Lowry Air Force Base, Colorado	Course monitored by Air Training Command*
USAF Air Training Command Sheppard Air Force Base, Texas 76311	Course monitored by Air Training Command*
U.S. Army Institute of Administration Fort Benjamin Harrison, Indiana 46216	Course monitored by TRADOC**
U.S. Army Logistics Management Center Fort Lee, Virginia 23801	(703) 734-2197
U.S. Army Management Engineering Training Agency Rock Island, Illinois 61201	(309) 794-6043

SCHOOL	COMMERCIAL PHONE NO.
U.S. Army Materiel Command Ammunition School Savanna Army Depot Savanna, Illinois 61074	(815) 273-2211
U.S. Army Transportation School Fort Eustis, Virginia 23604	Course monitored by TRADOC**
U.S. Naval School Transportation Management Naval Supply Center Oakland, California 94625	(415) 466-5786
* Commander Air Training Command ATTN: ATC/TTPP Randolph Air Force Base, Texas 78148	(512) 652-2707/4770
** Department of the Army Headquarters U.S. Army Training and Doctrine Command Fort Monroe, Virginia 23651	(680) 727-2161

DoD 5010.16-C

CE

DEFENSE MANAGEMENT EDUCATION AND TRAINING

CATALOG

August 1973

CE 000 691

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OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, D. C. 20301

MANPOWER AND
RESERVE AFFAIRS

FOREWORD

The Defense Management Education and Training Program was established to:

1. Provide specialized education and training which will assure skillful professional performance for those personnel engaged in management functions.

2. Promote uniform implementation of DoD policies, directives, and instructions.

3. Encourage improvement in management practices through the interchange of ideas.

4. Maximize Defense Management Courses in subject fields not peculiar to one DoD component.

The program consists of 18 primarily Service-operated schools offering joint training in management covering a variety of subjects such as Automatic Data Processing, Production Management, Maintenance Management, Financial Management, Supply Management and Traffic Management. For FY 1974 the program will include more than 115 separate joint courses with a capacity to train over 23,000 -- both civilian and military.

There are a growing number of Defense Courses being offered to meet Defense management education and training demands. These courses address common concepts and common skills for management. The courses are jointly developed to meet the needs of all DoD agencies and are being given by joint faculties representing all of the Services at designated schools.

Total requirements for Defense management education and training exceed DoD capacity by about 11,000 for FY 1974. The number of non-resident instructional opportunities paralleling resident courses has

been sharply increased, particularly in the areas where non-resident instruction is as appropriate as resident instruction. The non-resident instruction includes on-the-job education, the training of instructors from designated commands to present courses on-site, the provision for on-site visits by instructors from the established schools and correspondence courses.

Non-resident instruction should be used to the maximum in order to permit better utilization of school facilities for courses that are best given in residence. Conservation of travel funds and per diem through use of non-resident instruction where comparable courses can be given will permit many more students to be trained and will also economize on the time expended in needless travel. Each activity should make maximum use of the non-resident instruction capabilities offered in this catalog where feasible.

It is imperative that realistic requirements for management education and training be established and that maximum utilization be made of resources. Commanders, staff officers and personnel officers who select individuals to attend courses must be certain that designees will be made available to attend the designated courses. In this connection, travel and per diem funds must be reserved for this purpose. Every effort must be made to designate the proper people who need the education and training and to insure that they take advantage of the resources planned for them.

Wherever possible, a student selected to attend a course should be designated by name at least 6 weeks (and preferably as early as 3 months) prior to the date of the course. It may also be desirable to designate an alternate. If the student or alternate is not available to attend the course, the space should be released so that shortfalls in attendance may be avoided. Shortfalls are costly in terms of faculties and facilities. They deprive others of opportunities to obtain needed instruction.

Responsibilities

The Program is monitored by a Defense Management Education and Training Board chaired by the Assistant Secretary of Defense (Manpower and Reserve Affairs). The Board coordinates the program and serves as the approval body for courses designated as Defense Management Courses.

An Agenda Planning Committee is the working group for the Board. It includes representatives of each Military Department and the Joint Staff

and the primary functional coordinators. The latter represent the Director of Defense Research and Engineering, the Assistant Secretaries of Defense and the Heads of Defense Agencies.

The primary functional coordinators provide advice on the establishment of Defense Management Courses, monitor and review their professional quality and effectiveness, and examine single component courses in search of opportunities for the establishment of Defense Management Courses. The primary functional coordinator may appoint secondary functional coordinators to assist in the management of specified subject areas. Thus, for example, the functional coordinator for the Assistant Secretary of Defense (Installations and Logistics) may appoint secondary functional coordinators in areas such as transportation and quality control. Through these coordinators the Assistant Secretary responsible for functional areas is able to determine the courses needed, the content of the courses and the proper allocation of quotas for these courses.

DoD Directive 5010.16, "Defense Management Education and Training Program," dated July 28, 1972, and its enclosure describe the policies and procedures for administration of the program.

Accreditation of Service Experiences

The academic community recognizes that there are many ways of raising one's level of education. Consequently, the American Council on Education created a Commission on Accreditation of Service Experiences (CASE) to assist educational institutions by providing evaluations of military educational programs in terms of academic credit.

A Guide to the Evaluation of Educational Experiences in the Armed Services was distributed to each recognized institution of higher education in 1968. Part I of the Guide contains those Service school programs conducted on a formal school basis and listed in catalogs as formal resident training. Credit recommendations are included with the caution that these should be granted only for valid educational experiences and that "the granting of credit for military training should be considered on the same basis as that followed in accepting transfer credit from another institution."

To maintain a current evaluation service, CASE receives copies of new and revised programs and provides recommendations upon request. Consequently, management education and training schools should assure that their programs of instruction are brought to its attention.

Increasing interest in career and occupational education is causing a reexamination of evaluation procedures to incorporate credit recommendations at the junior and community college levels. This will be a particularly important supplement for the majority of courses offered through the DMET Catalog. It is expected that a revised Guide will be issued in early 1974 which will have wider use in credit recommendations to education, industry and labor. A revision of the Guide is being sponsored by the Department of Defense, the Veterans Administration and the Office of Education.

Nathan Brodsky
Director for Education Programs
and Management Training

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SECTION 1

Introduction

1. PURPOSE

This publication, *The Defense Management Education and Training Catalog*, is the official source of information concerning courses of instruction offered in accordance with Department of Defense Directive 5010.16, "Defense Management Education and Training Program", revised 28 July 1972. This catalog provides guidance to commanders, staff officers, personnel officers and supervisors who select individuals to attend courses offered under the Defense Management Education and Training Program which was established by Department of Defense Directive 5010.16. This publication also provides information to military and civilian personnel who are interested in attending particular courses of instruction. Courses offered in conformance with Department of Defense Directive 5010.16 are identified by the parenthetical entry (JT) following the course title.

This catalog also includes descriptions of Single Department Management Training Courses. A Single Department Management Training Course is defined by Department of Defense Directive 5010.16 as "a course covering subject matter which is peculiar to the needs of a single Department of Defense component". Such service-peculiar courses are identified in this catalog by a parenthetical entry (AF—Air Force; AR—Army; NV—Navy) following the course title.

Non-resident courses offered by the Military Departments that parallel resident logistics management courses are listed in this catalog in Section 5.

2. ORGANIZATION

The catalog is organized to facilitate ready reference. The loose-leaf binding permits insertion of changes without disturbing the order of contents.

a. Section 1, INTRODUCTION, contains general information on the Defense Management Education and Training Program.

b. Section 2, CROSS INDEX OF COURSES, contains two listings of all courses contained in the catalog. One listing is alphabetical by function; the second listing is alphabetical by school. (An alphabetical index is in the back of the catalog.)

c. Section 3, SCHOOL INFORMATION, contains data which should be helpful to the student in planning his attendance. This section also contains descriptions of non-resident courses sponsored by the schools listed herein.

Schedules: Proposed school schedules are inclosed in this catalog for planning purposes. As firm school schedules are developed, they will be published in this Manual as subsequent changes.

d. Section 4, COURSE DESCRIPTIONS, contains descriptions of each of the courses offered. These descriptions are grouped by functional areas, and contain the following information.

(1) Course—The title of the course which is generally expressed in terms of the subject matter of the course. The parenthetical entry following the course title indicates whether it is joint or single service.

(2) Location—The school conducting the course followed by the graphical location.

(3) Length—The length of the course stated in terms of weeks (days, if less than full week).

(4) Purpose—A concise statement of the training objectives of the course.

(5) Scope—A resume of the subject matter of the course.

(6) Prerequisites—The qualifications which personnel attending the course must meet. These are stated in terms of military or civil service grades, test score, prior schooling or experience, security clearance, etc. Waivers of stated prerequisites must be obtained from the school conducting the course.

Section 5, "Alphabetical Indexes contains a listing of all Resident and Non-Resident courses listed in the catalog.

3. TRAINING SUPPORT

Each of the courses conducted under the Defense Management Education and Training Program is under the sponsorship of one of the Military Departments. The sponsor Department of each joint training course is responsible for the programming, budgeting, and financing of all expenses incident to its planning, development, and operation. No reimbursement for such expenses has to be made to the sponsor Department by any using Department of Defense component. The purpose of this policy is to encourage, to the maximum extent possible, the cross utilization of management education and training programs and facilities within the Department of Defense components. Any Department of Defense component which assigns students to courses sponsored by another Department, whether joint or single department courses, is referred to as *user component*. A user component does not have to reimburse a sponsor Department for tuition costs. However, the pay, allowances (including subsistence), and travel costs of military and civilian personnel assigned as students are funded by the using Department of Defense component. Per diem rate for students will be in accordance with JTR standards.

4. CHANGES

Changes to material in this catalog should be furnished to the Defense Management Education and Training Board via the Service or Agency representative to that board.

5. PROCEDURES FOR PROJECTING ANNUAL REQUIREMENTS AND ASSIGNMENTS OF QUOTA ALLOCATIONS

a. Each Department/Agency of the DoD will prescribe internal procedures for project requirements and allocating quotas for logistics management courses based upon the guidance provided by sponsoring Department instructions.

b. DoD Components will utilize approved DoD Forms and the DoD Reports Control Systems for reporting requirements for the DMETP courses in accordance with the following schedule:

(1) Reports of projected requirements for the next five fiscal years for the courses listed in the DMETP Catalog will be submitted annually prior to December 1 by User Components to each Sponsoring Component and the Chairman, DMETB as follows:

(a) Requirements for the next fiscal year for resident courses will be listed for each course by quarters in the Requirements Section of DD Form 1631, Defense Management Education and Training Program Requirements/ Quota Assignments.

(b) Requirements for the next fiscal year for non-resident courses except on-site category will be listed separately by courses in the Requirements Section of DD Form 1631.

(c) Requirements for next fiscal year for each course presented on-site such as Navy Sponsored Procurement Courses will be submitted on DD Form 1631-1, Defense Management Education and Training Program Requirements for Courses Presented On-site. Additional information and supplementary instructions concerning this submission is given in section 3 of the catalog under the Command or School responsible for the on-site courses involved.

c. A schedule of classes and quota allocations to provide for reported requirements will be furnished on DD Form 1631-2 by Sponsors to Users by the 15th of Apil preceding the Fiscal Year for which the quotas are assigned.

Attendance Reports

a. By 15 August, the Sponsoring Components

will submit attendance reports for each DMETP resident, non-resident, and on-site management course presented in the previous fiscal year to the DMETB. These reports will be submitted on an approved DoD Form in accordance with the DoD Reports Control System and will include for each User Component:

(1) Total number of attendees.

(2) Separate lists for officers, enlisted personnel, and civilian.

(3) Quotas assigned and utilized.

b. Evaluation of these reports will point out existing deficiencies in the DMETP where corrective action should be taken to improve its effectiveness and efficiency. The information derived from this reporting system should assist the Departments, the schools, the users and OSD in the orderly planning of management education and training.

6. ENROLLMENT REQUIREMENTS

Request for Enrollment in DoD Management Education and Training Program Courses

Until further notice DD Form 1900(Test) or DD Form 1556 will be used for submitting nominations for *all* Defense Management Education and Training Program Courses. Forms will be stocked and distributed by each of the Military Departments and Defense Agencies.

ENROLLMENT AND REGISTRATION REQUEST
FOR DoD MANAGEMENT EDUCATION AND TRAINING PROGRAM COURSES

1. THRU:	2. TO:	3. FROM *(INSTALLATION/ACTIVITY)*:

4. COURSE TITLE AND NUMBER	5. CONDUCTED BY

6. CLASS NUMBER	7. STARTING DATE	8. QUOTA SOURCE

9. NOMINEE STATUS	10. AGE	11. SOCIAL SECURITY NO.	12. SECURITY CLEARANCE

13. PREVIOUS COURSES ATTENDED IN THIS SCHOOL	14. OTHER TRAINING IN COURSE AREA

15. NAME *(Last, First, Middle Initial)* HOME ADDRESS *(Include ZIP Code and Telephone No.)* OF NOMINEE	16. IN CASE OF EMERGENCY NOTIFY:	
	A. NAME	B. RELATIONSHIP
	C. STREET, CITY AND STATE	D. AREA CODE & TEL. NO.
A. ☐ MALE ☐ FEMALE		

17. MILITARY ONLY →	A. RANK/GRADE	B. SERVICE	C. BRANCH	D. SOC. SEC. NO.	E. DATE OF RANK

18. RECORD OF EMPLOYMENT

JOB	PERIOD COVERED FROM	PERIOD COVERED TO	POSITION TITLE	MOS/AFSC OR NAVY DESIG/ GS GRADE & SERIES	NAME OF EMPLOYER OR ACTIVITY
1		Present			
	BRIEF RESUME OF PRESENT DUTIES				
2					
3					

19. EDUCATION	YES	NO	A. HIGHEST GRADE COMPLETED	B. HIGHEST DEGREE RECEIVED	C. NAME AND LOCATION OF COLLEGE
HIGH SCHOOL GRADUATE					
COLLEGE GRADUATE					

20. IF BILLETING FACILITIES ARE NOT AVAILABLE, DOES NOMINEE REQUEST HOTEL RESERVATIONS? ☐ YES ☐ NO	21. NAME OF HOTEL AT WHICH NOMINEE PREFERS RESERVATION

22. DOES NOMINEE MEET PREREQUISITES LISTED IN DOD 5010.16C? ☐ YES ☐ NO *(If NO, sheet must be attached requesting waiver)*	A. SIGNATURE OF TRAINING OFFICER	B. DATE

23. NAME AND TITLE OF REQUESTING OFFICIAL	A. SIGNATURE OF REQUESTING OFFICIAL	B. DATE OF REQUEST

FOR SCHOOL USE ONLY

24. TO:	25. FROM *(COURSE SPONSOR)*:

26. HOTEL RESERVATIONS CONFIRMED AT	A. HOTEL RESERVATIONS BEGIN ON EVENING OF

27. ENROLLMENT & REGISTRATION IS APPROVED ☐ YES ☐ NO	A. APPROVED/DISAPPROVED BY	B. DATE

REMARKS	28. NOMINEE SUCCESSFULLY COMPLETED COURSE ☐ YES ☐ NO	A. GRADE
	B. AUTHENTIFICATION *(Signature and Date)*	

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USAF Air Training Command
Lowry AFB, Colorado 80230
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USAF Air Training Command
Sheppard AFB, Texas 76311
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Headquarters Naval Material Command (MAT0213) and Field Locations Washington, D.C. 20360 (See page 64) Sponsor No. 2180		
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SECTION 3

SCHOOL INFORMATION

This section contains information about the schools of the sponsoring Military Departments and other sponsors of these courses that comprise the Defense Management Education and Training Program (DMETP). The following page is the Index of Sponsors of Defense Management Education and Training Program courses.

This section is separated into four subsections as follows:

Subsection

3A—Department of the Air Force
3B—Department of the Army
3C—Department of the Navy
3D—Other Sponsors of DMETP courses.

Each subsection is in the following order:

a. Special information by the sponsor

b. By School:
   (1) General school information and special information concerning attendance
   (2) Specific enrollment procedures
   (3) Projected schedule of classes

c. Nonresident Instruction information and description of available nonresident courses related to the resident courses publicized by this catalog.

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SUBSECTION 3A

DEPARTMENT OF THE AIR FORCE

THE SCHOOL OF SYSTEMS AND LOGISTICS–CONTINUING EDUCATION PROGRAM

The School of Systems and Logistics Continuing Education Division (AFIT/SLC) conducts courses that are designed to provide instruction in logistics and management areas related to military and civilian duty assignments. Headquarters USAF authorizes establishment of these courses to meet Air Force and DoD requirements.

The Continuing Education Program consists of approximately thirty-four courses of relatively short duration—one to seven weeks. Each course is offered one or more times during the year. The program is designed to provide the highest quality of education opportunities for managers in Systems and Logistics or in the functional areas of maintenance, supply and procurement. Course content is logistics-oriented with emphasis on these operational areas. However, there are also integrating and coordinating courses to broaden the scope and depth of the logistics manager's knowledge in the total spectrum of logistics as opposed to the more narrow functional specialist concept. The objective result is a more knowledgeable group of systems and logistics managers—men capable of employing modern concepts and techniques in their respective professional or specialized areas. Many senior Department of Defense executives attend these courses. The quality of the program is maintained by (1) limiting the number of students per class to facilitate a seminar environment; (2) integration of current management concepts and principles with basic logistics problems; (3) use of simulations, case problems and other management exercises; (4) employment of the latest teaching techniques and aids and (5) selection of faculty members based upon their superior knowledge of logistics, extensive current experience in the field and a desire to teach. The School also offers a limited number of non-resident courses on-site each FY at both CONUS and overseas locations. In addition, certain courses are offered through the Extension Course Institute, Gunter AFB, Alabama and made available for locally conducted (on-site) seminar programs under the guidance of the School's Department of Non-Resident Programs.

The TDY travel and per diem expenses for Air Force military and civilian students *assigned* to AF commands and separate operating activities attending Resident Short Courses are funded by AFIT (Air University). The Departments of Army, Navy, Defense Supply Agency and all other government agencies are responsible for funding their own student TDY expenses, *including* Air Force personnel assigned to those agencies.

Quarters are available for *all students* at the WPAFB Visiting Officers' Quarters. The dining facilities of the WPAFB Officers' Open Mess are available to *all students* during the period they are TDY at the School of Systems and Logistics. There is *no government messing facility* located at WPAFB, Ohio.

Upon arrival at Wright-Patterson AFB, every student will report to VOQ Building 825 for room assignments. On the starting date of the course, students will report to the Second Floor, Building 288, AFIT/SLC Auditorium for a formal orientation not later than 0800 hours.

An individual—military or civilian—interested in attending a resident short course should contact their local education and training office for the latest information on the School program and application procedures.

To be eligible, military and civilian personnel must have an academic and/or experience background compatible with the course and assigned duty must require the knowledge and experience he will gain from attendance. Military commanders and civilian supervisors will insure the best possible selection of qualified personnel to attend special courses. In addition, there must be reasonable assurance of a con-

tinuing need for the individual's services. Civilian employees must not be serving under a temporary appointment with a specific time limit. Employees with less than one year of current continuous Federal civilian employment are not eligible by law, except in unusual circumstances, if the training is provided through "Non-Government Facilities."

Education and Training Offices must furnish the Registrar, AFIT/SLC-1, WPAFB, Ohio 45433 a DD Form 1556, Enrollment and Registration Request, or DD Form 1900, Request for Training or Educational Development, in *four copies* for individuals they nominate, *based on an issued allocation,* to attend a resident short course. Requests will be submitted NET 90 days and NLT 30 days prior to course starting date. The School reserves the right to accept or reject any nominee based on information contained in applicable DD Form request. In either case, the respective command/organization will be promptly notified of the School's decision. Education and Training offices are advised to attach a waiver to required DD Form when there is any doubt regarding their nominee's ability to meet individual course prerequisites. Each waiver case will be judged on its own merits.

Students attending the continuing education courses have no major duties beyond applying themselves diligently to their studies. It is expected that students will maintain a high level of scholarship and exhibit attributes associated with a scholar seeking and sharing knowledge and understanding. Policies have, therefore, been formulated to insure the maintenance of acceptable standards.

The student's progress towards meeting the learning objectives is evaluated by his participation in and contributions to discussions, case analyses, interviews, papers, laboratory exercises, special projects and examinations.

Grades are recorded for each student and, upon successful completion of the course, a copy will be furnished to the appropriate military or civilian personnel office. Any student failing to maintain acceptable educational standards will be considered for possible elimination.

The School publishes the FY Resident Short Course Classroom Schedule and issues allocations approximately 15 April for the subsequent FY.

Allocations for courses in the Continuing Education Program are processed through the following commands and agencies:

Allocations	*Commands/Agencies*
a. Air Force	Major Air Force Command and Separate Operating Activities
b. Army	Major Army Commands and Operating Activities
c. Navy	Office of Civilian Manpower Management, Code 024, Washington, D.C.
d. DSA	DSAH–KT, Cameron Station, Alexandria, Virginia

Allocations for government agencies *other than* the Department of Defense are handled individually by the School through the requesting education and training officials of the specific agency. These agencies should contact AFIT/SLC-1, WPAFB, Ohio 45433 for information pertaining to courses, offerings, requirements and allocations.

The number of credit hours recommended by the American Council of Education for the Air Force Institute of Technology's School of Systems and Logistics short courses are listed below:

Course	*Credit Hours*
#142, Defense Contract Pricing Techniques	3 Semester Hours in Business Economics including Basic Statistics.
#175, Contract Administration	2 Semester Hours in Principles of Contracting.
#188, Basic Quantitative Methods in Cost Analysis, and Course 189, Advanced Quantitative Methods in Cost Analysis	3 Semester Hours in Business and Economic Statistics as a package.
#191, Advanced Cost and Economic Analysis	2 Semester Hours in Cost Analysis

In addition, the following courses have been submitted for evaluation:

#194, Evaluation of Performance Measurements Systems
#269, Production Management I
#570, Systems Program Management
#580, Logistics Management

SECTION 3Aa

AIR FORCE SCHOOL OF SYSTEMS AND LOGISTICS

WRIGHT-PATTERSON AFB, OHIO 45433

SPONSOR No. 2130

Geographical Location and Climate: The School of Systems and Logistics Continuing Education Division (AFIT/SLC) is a separate resident school of the Air Force Institute of Technology, a component of Air University. It is located in Building 288, Area A, Wright-Patterson Air Force Base, on Highway 444, adjacent to Fairborn, Ohio and just east of the city limits of Dayton, Ohio.

Normally precipitation averages about 37 inches per year and is evenly distributed throughout the year. High relative humidity prevails much of the time. On the average there are about 129 days per year with measurable precipitation. The seasonal snowfall average is 19 inches. Average monthly temperatures range from about 30° in January to 75° in July. The extreme temperatures recorded in Dayton are 106° in July and —19° in February.

Quarters and Messing Facilities: VOQ facilities are available to *all students*. The VOQ office is located in Building 825, Area A, Wright-Patterson AFB. Because this is a TDY assignment we *do not* encourage students bringing their families due to a lack of adequate on-base facilities and the instructional requirements of each course. Open Mess offers complete dining room facilities; breakfast, lunch and dinner are served each day. Breakfast and lunch are also available weekdays at the Four Seasons Restaurant located in Building 262, Area A. A flight line snack bar is located in Building 206, Area C, and is open seven days a week, 24 hours a day. A canteen is also located on the first floor of the School where light breakfast, lunch and snack items can be procured each weekday. You are advised that these are *not government messing facility* as defined in AR's located at WPAFB.

Welfare and Recreational Facilities: Welfare and recreational facilities cover a wide variety of activities typical of a large military installation. Adequate hospital, dispensary and clinical facilities are available at WPAFB for both military and civilian students. Chaplain activities provide for the religious need of all faiths. Other welfare activities include the American Red Cross, the Air Force Aid Society and Family Services. For the sportsman, golf, bowling, swimming, a gymnasium, and limited hunting and fishing are available.

Membership in the Officers' Open Mess is available to all military officers, civilian students, and retired military officers serving in DoD civilian position on a reciprocal basis providing they belong to an open mess or officers' club at their own installation; otherwise, they can join the WPAFB open mess for $1.75 per week. You are advised that use of the package store is restricted by federal law to active duty and retired military officer personnel.

Availability of Public Transportation: Dayton is served by the most modern transportation means, including air, train and bus lines. There is a city bus service between Dayton, Fairborn, and Wright-Patterson Air Force Base and special taxi between the Dayton Municipal Airport and the Base.

Private Vehicles: It is requested that students park their cars behind the VOQ, due to limited base parking facilites. Students are *not* authorized to park in the lot adjacent to the School. AF, Army, Navy, Marine and other government agency automobile decals issued by your organization will be honored by WPAFB Ohio. If you have *not* been issued an approved government decal, temporary vehicles passes can be obtained during duty hours at the Identification Section, Building 286, Area A, after your arrival.

Banking Facilities: The Winters National Bank and Trust Company's branch bank, located on the second floor, Building 262, next door to the

School, offers full banking services. Hours of operation are 0930-1600 Monday through Friday.

Clothing: Military personnel will wear the appropriate military uniform during all scheduled class activities. Appropriate civilian clothing may be worn at informal social functions. The summer uniform may be worn between the dates of *1 April and 31 October*. Civilian students will wear appropriate civilian dress for class activities.

Laundry and Dry Cleaning Facilities: Commercial laundry and dry cleaning service is available in the VOQs. Base Exchange operated laundries are located in Building 120, Area C, with hours of operation from 0845 through 1730 hours, Monday through Friday.

Class and Study Hours: AFIT/SLC students are normally scheduled for formal classes from 0830 through 1530 each day. Study hours are available before and after all formally scheduled classes.

Library Facilities: The main AFIT Library located in Area B is available to all of the students of AFIT/SLC. There are also library facilities located on the first floor of Building 288 for the student's immediate needs. In addition to these facilities, the Wright-Patterson Air Force Base Library, the ASD Technical Library, and the AFLC Law Library are available.

Grading Policies: For all AFIT/SLC courses each student will receive either a "Satisfactory", "Unsatisfactory", or letter grade upon completion of their course; this grade will be mailed to the student's military (CBPO) or civilian (CCPO) *thirty days* after completion of the course.

Registration and Graduation Procedures: Students are given a formal orientation on the opening day of class. AFIT/SLC students report directly to the second floor of Building 288, Area A, AFIT/SLC Auditorium at 0800 hours on the first day of class. Students will normally graduate during the afternoon of the final day of their course and plans for departure should be made accordingly. This information will be provided by the Course Director.

TDY Payments: Advance per diem or travel payments should be obtained before departing your home station. Consult the Registrar's Office for any special problems after arrival for the course.

School Supply Items: Expendable supplies are *not* issued to students, but may be purchased at the School bookstore which is located on the second floor, main corridor, Building 288, Area A.

Shipment of Materials: Shipment of excess materials to home station is the responsibility of the individual. Official indicia envelopes or labels are *not* authorized for this purpose. The School cannot authorize excess baggage on TDY orders.

TDY Civilian Personnel Exchange Facilities: Civilian personnel who reside in the VOQ and who have their orders stamped are authorized to use Base Theater and purchase certain items of necessity at the base exchange. A list of items which can be purchased is posted on the bulletin board in the student lounge, Building 288, Area A.

Address for Mail (Military Officers and Civilian Students): Students residing in the VOQ while attending courses at the School of Systems and Logistics will use the address below:

Name
Course Number
VOQ Building 825
Wright-Patterson AFB, Ohio 45433

Mail distribution will be conducted by VOQ personnel.

All other students will be advised of a mailing address at the orientation.

The School Systems and Logistics wishes to take this opportunity to welcome you and to assure that we will do everything in our power to make your stay at WPAFB a profitable experience.

SCHOOL OF SYSTEMS AND LOGISTICS

Wright-Patterson AFB, Ohio

FY 75 PROJECTED SCHEDULE OF CLASSES

Resident Training

Course/Number/Length	Quarter	No. Classes Per Quarter
AMA/Directorate of Materiel Management (130) 18 class days	1	2
	2	1
	3	2
	4	1
Defense Cost and Price Analysis (141) 10 class days	1	2
	2	1
	3	1
	4	3
Defense Contract Pricing Techniques (142) 20 class days	1	1
	2	1
	3	2
	4	0
Quantitative Methods for Advanced Procurement Pricing (144) 10 class days	1	1
	2	0
	3	1
	4	1
Defense Advanced Procurement Pricing (145) 17 class days	1	0
	2	0
	3	1
	4	1
Modern Pricing Techniques for Procurement Managers (148) 3 class days	1	0
	2	3
	3	0
	4	1
Initial Provisioning (150) 13 class days	1	1
	2	1
	3	1
	4	1
Industrial Property Administration (160) 13 class days	1	1
	2	0
	3	1
	4	1
Advanced Property Administration (161) 8 class days	1	1
	2	0
	3	0
	4	1
Base Procurement/BCE Related Management (165) 8 class days	1	0
	2	1
	3	1
	4	0
Contract Law (166) 9 class days	1	5
	2	4
	3	5
	4	5
Contract Administration (175) 15 class days	1	2
	2	3
	3	3
	4	3
Cost Reimbursement/Incentive Contracting (176) 8 class days	1	0
	2	0
	3	1
	4	1
Advanced Contract Administration (178) 10 class days	1	3
	2	2
	3	3
	4	3
Basic Quantitative Methods/ Cost Analysis (188) 18 class days	1	1
	2	1
	3	1
	4	1
Advanced Quantitative Methods/ Cost Analysis (189) 18 class days	1	1
	2	0
	3	1
	4	1
Advanced Cost and Economic Analysis (191) 20 class days	1	0
	2	1
	3	1
	4	0
Surveillance of Performance Measurement Systems (195) 10 class days	1	1
	2	1
	3	0
	4	1
Evaluation of Performance Measurement Systems (194) 15 class days	1	1
	2	1
	3	1
	4	1
Maintenance Management Information Systems (210) 13 class days	1	3
	2	2
	3	4
	4	3
AF Base Level Maintenance Management (212) 12 class days	1	2
	2	2
	3	2
	4	2
Industrial Maintenance Management (222) 18 class days	1	2
	2	1
	3	2
	4	1

Course/Number/Length	Quarter	No. Classes Per Quarter
Maintenance Management	1	1
Orientation (242)	2	1
5 class days	3	1
	4	0
Production Management I (269)	1	1
34 class days	2	1
	3	1
	4	1
Production Management II (279)	1	2
13 class days	2	2
	3	2
	4	2
Computer Simulation/	1	0
Logistic Managers (358)	2	1
5 class days	3	1
	4	1
Defense Data Management (380)	1	1
11 class days	2	1
	3	1
	4	1
Data Management Officer (390)	1	1
8 class days	2	0
	3	1
	4	0
Reliabilty (435)	1	1
15 class days	2	1
	3	1
	4	1
Laboratory Management of R&D	1	0
(475)	2	2
15 class days	3	2
	4	0
Contractual Aspects/Value	1	1
Engineering (560)	2	1
5 class days	3	1
	4	1
Systems Program Management (570)	1	1
33 class days	2	1
	3	2
	4	1
SPO Directors Procurement Refresher	1	0
(575)	2	0
5 class days	3	1
	4	0
Logistics Management (580)	1	2
23 class days	2	2
	3	3
	4	2
Integrated Logistics Support	1	2
(585)	2	2
8 class days	3	2
	4	2

AIR UNIVERSITY INSTITUTE FOR PROFESSIONAL DEVELOPMENT

MAXWELL AFB, ALABAMA 36112

SPONSOR No. 2047

Geographical Location and Climate: The Air University Institute for Professional Development (AUIPD) is a part of Air University. AUIPD presents several different courses. The Professional Military Comptroller Course (PMCC) is just one of them. AUIPD is located in Building 1404, Maxwell AFB. Maxwell AFB is on Highway 31, on the northwestern edge of the city of Montgomery, Alabama.

Precipitation averages about 50 inches per year with monthly means ranging from a minimum of 2.26 in October to a maximum of 6.27 in March. The climate of Maxwell is relatively mild with only brief periods of cold weather during the winter months. Southerly winds from the Gulf of Mexico keep summer temperatures moderate and the air humid. Average temperatures at Maxwell range from 49.2 in January to 81.7 in July.

Quarters and Messing Facilities: VOQ facilities are available to all students. The VOQ office is located in Building 119. All PMCC students are urged to live in government quarters to enhance the learning process. The Maxwell Officers' Open Mess offers complete dining room facilities. A coffee shop is operated for those

who wish to eat informally. There are two base cafeterias. One is located in Building 45 and the other in Building 834. Complete meals and short orders are available. There is an Officers' Field Ration Dining Hall in Building 1420.

Welfare and Recreational Facilities: Welfare and recreational facilities come in a wide variety of activities typical of large military installations. Adequate hospital, dispensary and clinical facilities are available at Maxwell for both military and civilian students. Chaplain activities provide for the religious needs of all faiths. Other welfare activities include the American Red Cross, the Air Force Aid Society and Family Services. For the sportsman, golf, bowling, swimming, a gymnasium, and limited hunting and fishing are available.

Membership in the Officers' Open Mess is available to all students.

Class and Study Hours: PMCC students are normally scheduled for formal classes from 0800 through 1550 each day. Study hours are available before and after all formally scheduled classes. Friday afternoon is normally scheduled for student individual study and preparation.

Library Facilities: The Air University Library, Building 1405, is available to all of the students of AUIPD. There is also the base library located in Building 28. Finally, the Historical Research Division, Building 914, provides archival and historical services for the U.S. Air Force. The Air Force Historical Archives now contain more than 1,500,000 documents relating to Air Force history from its beginning in 1907 to the present.

Registration and Graduation Procedures: Students are given an orientation on the opening day of class. PMCC students report directly to Room 201, Building 1404, at 0730 hours on the first day of class. Students will graduate at 1000 hours on the last day of the course.

Availability of Public Transportation: Montgomery is served by civilian air and bus lines. Military air transportation is also available. There is city bus and taxi service between Montgomery and Maxwell Air Force Base.

Grading Policies: Each student will receive either a Satisfactory or Unsatisfactory grade upon completion of the course. A certificate of completion will be given to each student during the graduation ceremonies.

Academic Credit: The number of credit hours recommended by the American Council on Education:

Course	Credit Hours
Professional Military Comptroller Course	5 Semester Hours in Business Administration (including Financial Management)

AIR UNIVERSITY INSTITUTE FOR PROFESSIONAL DEVELOPMENT

Maxwell AFB, Alabama

FY 75 PROJECTED SCHEDULE OF CLASSES

Resident Training

Course/Number/Length	Quarter	No. Classes Per Quarter
Professional Military Comptroller Course	1	1
	2	1
	3	1
	4	1

AIR TRAINING COMMAND

The Air Training Command conducts courses in logistics and management areas related to officer, airmen and civilian duty assignments. HQ USAF authorizes establishment of courses to meet AF and DoD requirements.

Air Training Command courses, including description, duration, eligibility criteria, etc., are announced in the USAF Formal Schools Catalog, AFM 50-5. Air Force commands will submit requirements for training spaces in accordance with the USAF Formal Schools Catalog (AFM 50-5) and other instructions issued by the Commander, Air Training Command. Other US military services and government agencies should submit requests for quotas to the Commander, Air Training Command, Randolph AFB, Texas. Estimated annual (fiscal year) training requirements should be submitted no later than 1 January preceding the fiscal year in which training is desired. Unforeseen requirements for training should be submitted as far in advance of the desired starting date as possible. Flow charts showing and graduation dates of courses may be obtained from the Commander, Air Training Command.

All requests for training will be identified as officer, airman, civilian, and be fully justified. The Commander, ATC, will determine course entry dates and furnish necessary reporting instructions to the requesting agency. Travel and per diem expenses for non-Air Force personnel are the responsibility of the requesting agency. On base housing and messing facilities are available at all Air Training Command resident schools.

Resident Schools of the Air Training Command

LOWRY AIR FORCE BASE

DENVER, COLORADO 80230

SPONSOR No. 2254

SCHOOL INFORMATION

Location: Five miles east southeast of Denver, Colorado.

Climate: The monthly temperature varies from a maximum of 43° F to a minimum of 17° F in Jan. and to a maximum of 87° F to a minimum of 59° F in Jul. Normal annual precipitation is 14 inches of rain occurring mostly in the late spring and summer. Heavy snowfalls sometimes make up for lack of summer rain. Colorado's annual snowfall is about 80 inches.

Quarters and Messing Facilities: Officers will be housed in one of the BOQ's or VOQ's.

Messing: Open mess is available for officers and civilians (GS-9 and above) occupying VOQ or BOQ. Field ration mess is available to enlisted personnel and civilians below GS-9.

Welfare and Recreational Facilities: The following welfare and recreational facilities are available at Lowry Air Force Base: Air Force Aid Society, Air Police, Banking and check cashing facilities, Base Exchange, Book Store, Commissary, Credit Union, Dispensary, Legal Assistance Office, Library, Base Nursery, Red Cross, four Chapels, Personnel Service Supply, Thrift Shop, Veterinary Zoonosis, Clinic, Aero Club, Bowling Alley, Boy Scouts, Civil Air Patrol, Foreign Born Wives Club, Gem and Mineral Society, Girl Scouts, Golf Course, Hobby Shops, NCO Open Mess, Officer's Open Mess, Officer's Wives Club, NCO Wives Club, Rod and Gun

Club, Service Club, Swimming Pool, Motion Picture Theater, Toastmasters International, and Youth Center.

Class and Study Hours: Classes are generally scheduled as follows: A shift from 0600 hrs to 1200 hrs, B shift from 1200 hrs to 1800 hrs. A limited amount of supervised study time is scheduled, but most study must be done after normal duty day.

Library Facilities: Bldg. 625, Base Library, has a collection of 40,000 books consisting of technical, general interest, fiction, and children's books.

A branch library is also located at Lowry Bldg. 851.

Registration and Release Time and Procedures: Army and Air Force officers and civilians report to Building 1112 (VOQ area); Army and Air Force enlisted personnel report to Building 537; all Navy and Marine personnel report to Building 543. Reporting time is NET 0800 hours and NLT 1200 hours one day before class starting date. All personnel reporting to Lowry after normal duty hours, on weekends or holidays, report to the Center Charge of Quarters, Main Lobby, Building 349. Release from training normally follows the close of instruction and base clearance processing on the last day of instruction in the course.

Availability of Public Transportation: Continental and Braniff Airlines operate regular scheduled flights in and out of the Denver Air Terminal daily.

Union Pacific and Burlington Railroads operate trains daily through the Denver area.

Military Address While a Student: Student officers will be assigned to Hq Squadron Section, USAF School of Applied Aerospace Sciences, Lowry Air Force Base, Colorado.

USAF AIR TRAINING COMMAND

Lowry AFB, Colorado 80230

FY 75 PROJECTED SCHEDULE OF COURSES

Resident Training

Course/Number/Length	Quarter	No. Classes Per Quarter
30ZR6534–2 Utility Contract Negotiation and Administration (JT) (1½ weeks)	1	1
	2	3
	3	3
	4	2
3AZR65170–5, Contract Law (3 weeks)	1	3
	2	2
	3	3
	4	2
3AZR65170–2, Administration (5 weeks)	1	2
	2	2
	3	2
	4	3

SHEPPARD AIR FORCE BASE
WICHITA FALLS, TEXAS 76311
SPONSOR No. 2307
SCHOOL INFORMATION

Geographical Location and Climate: The school is located on Sheppard Air Force Base, Texas, which encompasses over 5,000 acres at the north edge of Wichita Falls, Texas. Climatic conditions are variable (84° average in summer to 39° average in winter). Humidity is low; average rainfall is about 24 inches a year; snow is seldom a problem.

Seasonal Uniform Changes: Optional Period—1 January-31 December.

Quarters and Messing Facilities: Student housing and messing are controlled under Joint Travel Regulations. Personnel are urged to use government housing and messing in the interest of economy in use of TDY to school funds.

Welfare and Recreational Facilities: The following welfare and recreational facilities are available at Sheppard AFB: golf course, tennis, year-round swimming, gymnasiums, bowling alleys, BX, laundry, dry cleaning, commissary, barber shop, dental/hospital facilities, post nursery, thrift shop, hobby shops, etc.

Class and Study Hours: Students are scheduled in formal classes as follows: A Shift from 0600 hrs to 1200 hrs, B Shift from 1200 hrs to 1800 hrs. Study time is normally not scheduled, however, members of the faculty are available for guidance at all times.

Library Facilities: In addition to the Transportation School library and the Sheppard AFB Center Library, there is a Technical library.

Registering and Release Times and Procedures: All students report NET 0800 hrs, NLT 1600 hrs 1 day before class start date. Release from training normally follows the close of instruction and base clearance processing on the last day of instruction in the course. Officers and civilians report to Bldg. 343, CPU. Airmen report to Bldg. 376, Billeting.

Availability of Public Transportation: Base bus service is available. Commercial taxis operate on base. City bus service is available for downtown visits. Commercial air and bus service is readily available.

TRANSPORTATION OF DANGEROUS CARGO

Classes are conducted at Sheppard Air Force Base, Wichita Falls, Texas 76311.

Quotas for military and civilian personnel, all services, may be obtained by the individual's command application to ATC/TTPP.

B. NONRESIDENT INSTRUCTION
N/A

C. SCHOOL SCHEDULES
USAF SCHOOL OF APPLIED AEROSPACE SCIENCES
FY 75 PROJECTED SCHEDULE OF COURSES
Resident Training

Course/Number/Length	Quarter	No. Classes Per Quarter
3OZR6000-2, Transportation of Dangerous Cargo	1	4
	2	4
	3	5
	4	4

SECTION 3Ab

AIR FORCE SPONSORED NONRESIDENT COURSES

AIR UNIVERSITY SCHOOL OF SYSTEMS AND LOGISTICS

School	Number	Title	Page
AFIT	6600 (AF)	Logistics Management	15
AFIT	6601 (DoD)	Introduction to the Quality Function	16
AFIT	6603 (DoD)	Management of Value Engineering	16
AFIT	6604 (AF)	Introduction to Labor Relations	16
AFIT	6606 (DoD)	Contract Administration	16
AFIT	6607 (DoD)	Government Contract Law	16
AFIT	6608 (AF)	Introduction to Air Force Initial Provisioning	17
AFIT	6610 (DoD)	Defense Cost and Price Analysis	17

EXTENSION COURSE PROGRAM

Nature and Purpose: AFITSL extension courses are correspondence programs for study by active and reserve officers, noncommissioned officers, and civilian employees within defense logistics fields. Most of the courses parallel the resident AFITSL curricula in subject matter and content. These are self-contained courses, requiring no additional study materials. Chapter review exercises and volume review exercises are provided as learning devices. Students are evaluated on the basis of a final course examination.

Eligibility Requirements: The rank/grade requirements for applicants should parallel those of the in-resident (AFITSL) course, but a waiver can be obtained for students of lower positions who can show a need for the instruction provided by the course. The courses are open to members of the U.S. Air Force, Army, Navy, Marine Corps, and Coast Guard on active duty and members of the Air Force Reserve and National Guard, and U.S. Civil Service employees who are eligible for ECI programs directly related to their present or prospective job assignments.

How to Enroll: Application for enrollment from members of all services should be made on ECI Form 23, ECI Application. This form may be obtained from local education offices or by writing to ECI/EDO, Gunter AFB, Alabama 36118. The completed Form 23 should be forwarded to:

ECI
Gunter AFB, Alabama 36118

Study Materials: Each course consists of from one to six volumes. The volumes are supplied along with shipping lists, workbook, and return envelopes. All course materials are forwarded in one package.

Participation Requirements: All ECI courses, except for PME courses, must be completed within 12 months of the enrollment date, including the course examination and retake, if required. For further information concerning enrollment and administration procedures, please consult ECI Catalog and Guide for Extension Course Administration.

Certificates of Completion: Students meeting the requirements of the specific course, which include the passing of a final examination, receive a certificate which signifies the holder has successfully completed the course.

Security Clearance: No security clearance is required.

Cost: The courses are offered at no cost to the student.

Available Courses:

6600 (AF)—Logistics Management (Course Number 580 in resident).

Issued 18 October 67

Scope: The objective of this three-volume course of study is to increase the total

effectiveness of Military Logistics Management through study of philosophy, concepts, techniques, and skills essential to logistics operations. Study is directed toward the environmental elements of economics and principles of management as related to the logistics functions. Current and future trends in logistics support of weapons systems, support systems in being, in development, and in the conceptual phase are studied and analyzed.

6601 (DoD)—Introduction to The Quality Function (No parallel course in resident).

Issued 19 May 71

Scope: The objective of this one volume course is to provide an introduction to the philosophy and policies for quality assurance. Emphasis is given to the application of quality matters in an industrial/military environment. The basic methods and techniques that have assisted industrial/military resource managers to conduct effective quality assurance programs are explored.

6603 (DoD)—Management of Value Engineering in Defense Contracting (This ECI course has been granted equivalency to the in resident course number 560 for civil service upgrading in career fields 1101 and 1102).

Issued 24 March 69

Scope: The objective of this two-volume course is to provide an understanding of the value engineering incentive and program requirement clauses used in contracting and a review of defense contract operation. The course will include study in the interrelationships between the engineer, the buyer, and the contract administrator inherent in contractor value engineering projects.

6604 (AF)—Introduction to Labor Relations (No in resident course available).

Issued 1 July 1971

Scope: The objective of this one-volume course is to familiarize the ECI student with the development and impact of the labor union movement in the United States and the Federal Government. This course will cover the growth and characteristics of the U.S. labor movement, public policy toward organized labor in the United States, and Executive Order 10988 (Employee Management Co-operation in the Federal Service). It is primarily designed to familiarize supervisors with the development of the U.S. labor movement and the increasing impact this movement has on each of us.

6606 (DoD)—Contract Administration (This ECI course has been granted equivalency to the in resident course number 175 for civil service upgrading in career fields 1101 and 1102).

Issued 1 July 1970

Scope: The objective of this five-volume course is to further the basic knowledge and skills of Department of Defense personnel performing the primary responsibilities of an Administrative Contracting Officer in the management of government contracts. The Armed Services Procurement Regulation lists more than 50 areas of responsibility in which contracting officers may become involved. This course is designed to help these officers and those in related jobs to better understand their duties and responsibilities.

6607 (DoD)—Government Contract Law (This ECI course has been granted equivalency to the in resident course number 166 for civil service upgrading in the civilian Procurement Career Program).

Issued 1 September 1970

Scope: The objective of this two-volume course is to give students an appreciation for the broad legal concepts involved in general contracting. Course content covers the History, Basic Principles, Commercial versus Government Contracts, Guiding Concepts, Formal Advertising, Negotiation (Exceptions to Requirement for Formal

Advertising), Legal Restrictions on Spending (Funding Contracts and Payments and Financial Assistance to Contractors), Specifications and Work Statements, Inspection, Correction of Defects, Delivery, Acceptance, Warranties, Patents, Copyrights, Trade Secrets, Labor Policy and Procedure, Selected Contract Clause, Settling Contract Disputes, Remedies Available to the Contractor, Default Termination, Termination For Convenience and Remedies Available to the Government.

6608 (AF)—Introduction to Air Force Initial Provisioning (Course Number 150 in resident).

Issued 14 October 1971.

Scope: The objective of this one-volume course is to provide a basic introduction to USAF initial provisioning as a process, emphasizing the underlying concepts and philosophy. The various functions of initial provisioning are explored as well as glimpses of probable future developments in the general area of provisioning.

6610 (DoD)—Defense Cost and Price Analysis (Course Number 141 in resident).

Issued 15 August 1973 (est)

Scope: The objective of this two-volume course is to provide a basic understanding of cost and price analysis policies, procedures, and techniques emphasizing the use of quantitative methods in cost analysis. Subject areas covered include: Cost Estimating, Predictive Techniques, Factors Affecting Profit or fees, Weighted Guidelines, Profit Analysis, and Learning Curve. Mathematics through basic algebra is extensively used.

SCHOOL OF SYSTEMS AND LOGISTICS SEMINAR PROGRAMS

Nature and Purpose: The primary objective of the AFITSL Seminar Program is to provide a geographically flexible, cost effective and educationally competent media through which to expand student population exposure to selected courses, previously available only in residence. Like the Extension Course Program, seminar course content parallels the resident course subject matter. In addition, the Seminar Program allows the student to participate in a group effort, yet remain on-the-job. Students' individual study is supplemented by the group's knowledge and experiences. The Seminar also provides students with experience in verbalizing ideas and in leading discussions. Students engaged in this program are evaluated on the basis of attendance and closed book examinations.

Eligibility Requirements: Seminars in the available courses are open to all active duty officer or enlisted military personnel and U.S. Civil Service employees who can show a need relative to present or prospective job assignment. Participation is restrained only by the fact that interest at a particular proposed Seminar site must be sufficient to generate 12 to 18 students simultaneously. Diverse student background and experience within the procurement career area is encouraged.

How to Enroll: If interest at a particular installation is sufficient to generate the required number of participants, an Enrollment and Registration Request (DD Form 1556) should be prepared by each student and forwarded to the appropriate installation or civilian personnel training officer. IAW AF Regulation 53-21, local training officers will submit a formal request for this type of on-site training, DD Form 1631-1, through channels to Headquarters, United States Air Force (DPPEC) in Washington, D.C. This request should include dates and location of the proposed Seminar site. The Forms 1556 for each student should be attached to DD Form 1631-1. The school will subsequently notify applicable training offices of course approval or disapproval. Requirements for future FY seminars should be forecasted in advance as outlined in AFR 53-21. This action will facilitate scheduling the seminar at the time most desired.

Study Materials: Each course consists of from two to five volumes of text material. In addition, discussion guides are supplied for each volume to aid the Seminar Discussion Leaders in their organization of specific subject discussion periods.

Certificates of Completion: Students who meet the attendance requirements and who successfully complete the required closed book examinations will be awarded a diploma and/or certificate, as appropriate, which signifies the holder has successfully completed the course.

Security Clearance: No security clearance is required.

AVAILABLE COURSES:

Management of Value Engineering*
(6603-ECI) (560-Resident Course)
Contract Administration*
(6606-ECI) (175-Resident Course)
Government Contract Law*
(6607-ECI) (166-Resident Course)
Defense Cost and Price Analysis*
(6610-ECI) (141-Resident Course)

* The above Seminar offerings have been granted equivalency to the parallel resident courses by the Defense Procurement Civilian Career Board for civil service upgrading as presented in DoD Manual 1430.10-M-1, DoD-wide Civilian Career Program for Procurement Personnel.

SECTION 3Ad

SCHOOL OF SYSTEMS AND LOGISTICS

CERTIFICATE PROGRAMS

PROFESSIONAL DESIGNATION IN LOGISTICS MANAGEMENT

Nature and Purpose: The Society of Logistics Engineers, in cooperation with the School of Systems and Logistics, Air Force Institute of Technology, has instituted a program of professional designation. This program will award the "Professional Designation in Logistics Management" by a suitable certificate. This certificate program is to recognize the professional education of Department of Defense personnel whose experience and training have qualified them as LOGISTICIANS—in the sense that they have broadened their management vision and expertise across the total spectrum of logistics sub-functions and supporting management disciplines, techniques, and tools. This professional designation is based upon the concept that logistics is inherently an integrating process of considerable complexity because of the scope and variety of its interrelated subfunctions and the understandably different viewpoints of specialists concentrating in these supporting disciplines. Although the professional stature of the functional specialists is fully recognized, the necessity for a portion of these managers to become logistics generalists—to perform an essential logistics systems integrating role–is self-evident. The purpose is to recognize those logisticians who have educated themselves in the broad aspects of logistics in addition to acquired special area expertise.

Eligibility Requirements: The requirements in terms of education (or equivalent experience), to qualify for this professional designation have been specifically tailored. The objective has been to assure that applicants who have progressed into the broad logistics field through one of the functional specialties have been exposed to a sufficient variety of other interrelated and supporting disciplines to have achieved a broad overall logistics point of view with minimum specialty bias. Those who receive this professional designation are considered to have demonstrated their competency to assume higher levels of responsibility in logistics management positions requiring sound decision-making from a broadened overall cost-effectiveness viewpoint. A listing of courses of instruction, conducted by various DoD service schools under the Defense Management Education and Training (DMET) program, considered appropriate for inclusion in this program, is shown. The courses are categorized in groupings of disciplines and candidates are required to complete a specified number of courses in each grouping. This categorization is intended to assure a minimum across-the-board exposure to the sub-disciplines to achieve the broadened viewpoint essential for an effective logistician. Since the purpose is not to achieve in-depth training in any particular specialty, the courses selected are generally not of the type providing either detailed or highly advanced specialized training. However, more advanced courses in any of the above categories not specifically listed but which have been completed by candidates may be accepted as substitutes for those listed.

Two levels of certificates will be awarded to qualifying candidates:

PROFESSIONAL DESIGNATION IN LOGISTICS MANAGEMENT

PROFESSIONAL DESIGNATION IN LOGISTICS MANAGEMENT—ADVANCED

To qualify, a candidate must complete the minimum number of courses in each category:

	Certificate	Advanced Certificate
Category A—Logistics Integration	2	2
Category B1—Materiel Acquisition	1	2
Category B2—Materiel Distribution	2	2
Category B3—Materiel Maintenance	1	2
Category C—Management Techniques	2	2
Total Reguired	8	10

The list of courses that will satisfy the requirements of the professional designation program by category and DoD administering agency are as follows:

CATEGORY A—LOGISTICS MANAGEMENT INTEGRATION (Broad Logistics Processes)

Logistics Executive Development (8A–F17–AR)	19 weeks—USALMC
Logistics Management (580–AF)	4 weeks—AFITSL
Defense International Logistics Mgt (8A–F12–JT)	3 weeks—USALMC
Integrated Logistics Support (585–AF)	2 weeks—AFITSL
Army Integrated Materiel Systems Mgt (8A–F16–AR)	6 weeks—USALMC
AMA/Directorate of Materiel Management (130–AF)	4 weeks—AFITSL

CATEGORY B—LOGISTICS SUB-FUNCTION SPECIALTIES

B1—*Materiel Acquisition*

Research & Development Mgt Orientation (5L–F3–AR)	2 weeks—USALMC
Initial Provisioning (150–AF)	3 weeks—AFITSL
Defense Procurement Management (8D–4310/4320–JT)	4 weeks—USALMC
Procurement Mgt for Technical Personnel (JT)	1 week —NMC
Base Procurement/Civil Engineering Related Management (165–AF)	2 weeks—AFITSL
Contract Administration (175–JT)	3 weeks—AFITSL
Production Management I (269–AF)	7 weeks—AFITSL

B2—*Materiel Distribution*

Defense Inventory Management (8B–F11–JT)	6 weeks—USALMC
Defense Depot Operations Management (8B–F10–JT)	6 weeks—USALMC
**Base Level Supply Management (550–AF)	3 weeks—AFITSL
Warehouse Operations (JT)	2 weeks—USNSTM
Introduction to Transportation Management (JT)	2 weeks—USNSTM

B3—*Materiel Maintenance*

Maintenance Management Orientation (242–JT)	1 week —AFITSL
Maintenance Management Information Systems (210–JT)	3 weeks—AFITSL
Industrial Maintenance Management (222–JT)	4 weeks—AFITSL
Maintenance Management (8A–F3–AR)	6 weeks—USALMC
Air Force Base Level Maintenance Mgt (212–AF)	3 weeks—AFITSL

CATEGORY C—LOGISTICS MANAGEMENT TECHNIQUES/TOOLS

Defense Management Systems (JT)	4 weeks—NPGS
**Modern Analytic Techniques for Executive Decision-Making	3 weeks—USALMC
Economic Analysis for Decision Making (7A–F10–JT)	2 weeks—AMETA
Project Planning and Control Techniques (5L–F1–JT)	2 weeks—AMETA
**Cost Estimating Techniques for Systems Acquisition	3 weeks—USALMC
**PERT/COST (7A–F13–JT)	1 week —AMETA
Computer Simulation for Logistics Managers (358–AF)	1 week —AFITSL
Product Assurance Appreciation (8D–F–21–JT)	1 week —AMETA
Reliability (435–AF)	3 weeks—AFITSL
Principles & Applications of Value Engrg (80–F27–JT)	2 weeks—AMETA
Defense Data Management (380–JT)	3 weeks—AFITSL
Data Management Officer (390–AF)	2 weeks—AFITSL

**These courses no longer listed in this manual but still can be used for certification by any applicant who has completed the course.

CODES FOR ADMINISTERING AGENCIES

AFITSL —AFIT School of Systems and Logistics, Wright-Patterson AFB, Ohio
USALMC —Army Logistics Management Center, Fort Lee, Virginia
AMETA —Army Management Engineering Training Agcy, Rock Island, Illinois
ATS —Army Transport School, Fort Eustis, Virginia
NMC —Headquarters Naval Materiel Command, Washington, D.C.
NPGS —Naval Post Graduate School, Monterey, California
USNSTM —United States Naval School, Transportation Mgt, Oakland, CA

See this DOD Catalog 50 10.16–C for further information on the schools, course descriptions, and procedures contained herein.

Individuals who can establish their professional competency in their areas of primary logistics specialization, by virtue of their in-depth job experience or previous education or training, may request waiver of a maximum of two of the course requirements. The determination as to whether such experience or training is equivalent to any of the specific required courses will be made by the DoD schools authorized by SOLE to issue certificates. Such determinations will be made on the basis of written substantiation provided by the applicant or by appropriate equivalency examinations. In addition, as previously indicated, higher level courses of a more advanced nature completed by an applicant may be accepted as substitutes for the specific courses listed. Equivalent correspondence or seminar courses may be considered for certification by the DoD school.

PROFESSIONAL DESIGNATION IN CONTRACT MANAGEMENT

Nature and Purpose: The Professional Designation in Contract Management is offered in cooperation with the National Contract Canagement Association. The Professional Designation is awarded upon successful completion of a planned program of eight courses selected to develop the specialized knowledge and capabilities essential for professional practice in this field.

Eligibility Requirements: All DoD personnel who make application for a certificate and complete eight selected courses are eligible to receive the certificate.

How to Apply: An individual may apply by contacting the Registrar, Air Force Institute of Technology, SLC-1, Wright-Patterson AFB, Ohio 45433.

Participation Requirements: Satisfactory completion of the eight selected courses, four of which must be taken at the AFIT School of Systems and Logistics, is necessary to become eligible for receipt of the certificate. Students completing courses in the government contracts area contained in the "Defense Management Education and Training" Catalog (DoD 5010.16-C) or university courses sponsored by NCMA may petition to have one to four courses applied toward the Certificate. Official transcripts of records for courses for which credit is requested will be required for review and evaluation.

Certificate Award: When an individual successfully completes the educational requirements, a certificate is awarded that is signed by representatives from AFIT and NCMA.

Security Clearance: None required.

Cost: This certificate is offered at no cost to the student.

Certificate Available:

PROFESSIONAL DESIGNATION IN CONTRACT MANAGEMENT

Requirements for Certification: The Professional Designation is awarded upon successful completion of a planned program of eight courses selected to develop the specialized knowledge and capabilities essential for professional practice in this field.

Group A Courses (2 desired)

Industrial Property Administration 160 (3 weeks)
Contract Administration 175 (3 weeks)
Production Management I 269 (7 weeks)

Group B Courses (3 desired)
Defense Cost and Price Analysis 141 (2 weeks)
Defense Contract Pricing Techniques 142 (4 weeks)
Base Procurement/BCE Related Management 165 (2 weeks)
Contract Law 166 (2 weeks)
Cost Reimbursement/Incentive Contracting 176 (2 weeks)
Basic Quantitative Methods 188 (4 weeks)
Contractual Aspects of Value Engineering 560 (1 week)
System Program Management 570 (6 weeks)

Group C Courses (3 required from those listed below and/or additional Group B Courses)
Defense Advanced Pricing 145 (4 weeks)
Advanced Property Administration 161 (2 weeks)
Advanced Contract Administration 178 (2 weeks)
Advanced Quantitative Methods/Cost Analysis 189 (4 weeks)
Advanced Cost and Economic Analysis 191 (4 weeks)
Production Management II 279 (3 weeks)

SUBSECTION 3B

DEPARTMENT OF THE ARMY

SUBSECTION 3Ba

OFFICE OF THE SECRETARY OF THE ARMY

WASHINGTON, DC 20310

SPONSOR No. 2320

Defense Family Housing Management Course: Nominations will be submitted to the Office of the Secretary of the Army, ATTN: DSA-PM, on DD Form 1900 or DD Form 1556, in quadruplicate, NLT 30 days prior to the class starting date. If waivers of course prerequisites are required, justifing statements should be attached to the DD Form, and submitted NLT 45 days prior to the class starting date. Nominees will be notified through command channels of their acceptance or non-acceptance for course attendance.

Geographical Location and Climate: This course will be conducted at the Hospitality House Motor Inn, 2000 Jefferson Davis Highway (US-1), Arlington, Virginia 22202. This area is also known as Crystal City and is very near the Washington National Airport.

The average monthly temperature varies from 37° in the winter to 76° in the summer. The average annual rainfall is approximately 45 inches. The average annual snowfall is 25 inches.

Quarters and Messing Facilities: There are no Government quarters or messing facilities available. It is recommended, but not mandatory, that participants stay at the Inn, as special rates and considerations are based on this condition. Daily rates are $12.00 per person in twin rooms and $19.00 per single room. Dining facilities are available at the Inn.

Per Diem: Per diem rates for both military and civilian personnel will be governed by the Joint Travel Regulation (JTR).

Class and Study Hours: Classes will begin at 0800 on Mondays and will be held daily from 0800 to 1700 hours.

Availability of Public Transportation: Hospitality House will furnish courtesy transportation to those participants arriving at Washington National Airport. Several direct line telephones are located at the terminal or dial 920-8600 from regular telephones. Participants arriving at Dulles International can use the limousine service to Washington National then call the Motor Inn. Taxis and other types of transportation are available if you prefer.

Dress: Civilian clothing is prescribed for all participants and rank or grade will have no relationship to participation in discussion or question periods.

OFFICE OF THE SECRETARY OF THE ARMY

FY 75 PROJECTED SCHEDULE OF CLASSES

Resident Training

Course/Number/Length	Quarter	No. Classes Per Quarter
Defense Family Housing Management (JT) 8G–F3 (1 week (47 Hours))	1	1
	2	1
	3	1
	4	1

SUBSECTION 3Bb

UNITED STATES ARMY LOGISTICS MANAGEMENT CENTER

FORT LEE, VIRGINIA 23801

SPONSOR No. 2212

Nominations of principal candidates will be submitted to USALMC, Fort Lee, Virginia, on DD Form 1900 or DD Form 1556, in quadruplicate. A sufficient number of alternate nominees will be submitted simultaneously to assure replacement of cancelled principal nominees. Commands submitting nominations requiring a waiver of course prerequisites will complete command statement of justification on the DD Form. Approved alternate nominees may be substituted for principal nominees NLT five working days prior to class starting date. Application for training or designation by proponent agency for Reserve Component officers should be accomplished as prescribed in AR 135-200. The Commandant, USALMC, has final approval authority on nominations. Nominees will be notified through command channels of their acceptance or non-acceptance for course attendance.

Nominations for USALMC courses will be submitted NLT 30 days (60 days for the Logistics Executive Development Course) prior to the class starting date. Nominations requiring a waiver of course prerequisites will be submitted NLT 45 days prior to the class starting date. Nominations received after the above mentioned dates can only be accepted on a space available basis.

In addition to the scheduled USALMC listed in Section 2, seminars are conducted to provide refresher type instruction to high level logistics managers. The Center schedules and conducts the seminars during periods when classroom facilities and instructors are available, and as need exists for the instruction.

For further information concerning USALMC course and seminar offerings, inquiries should be addressed to Commandant, USALMC, ATTN: AMXMC-A-R, Fort Lee, Virginia 23801.

Geographical Location and Climate: USALMC is located at Fort Lee, Virginia, on Virginia Route 36, three miles east of Petersburg, five miles southwest of Hopewell and 25 miles south of Richmond. Situated in an area recognized as one of the most historic in the United States, the Center is within a short drive of the first permanent English settlement in America and of the two towns where the Revolutionary and Civil Wars ended.

Climatic conditions are variable, with average temperatures of 77 degrees in the summer and 39 degrees in the winter. This area has an early spring, long summer, late fall and short winter. Humidity is usually high and the average annual precipitation is 40 inches. Snow is on the ground about 10 days per year.

Quarters and Messing Facilities: A limited number of Government quarters (BOQ) are available to students attending USALMC courses. Requests for reservations of these quarters should be directed to the Post Billeting Office. There is a BOQ service charge of $2.00 per day. Soap and towels are furnished. Adequate hotel accommodations are available in the surrounding area. Students intending to use commercial accommodations are responsible for making their own reservations. Included in an advanced student packet will be a list of these facilities with current rates.

The dining facilities of the Fort Lee Officers' Open Mess (FLOOM) are available to civilian personnel during the time they are attending courses at USALMC. A modern cafeteria is also available in Bunker Hall.

Per Diem: Per diem rates for both military and civilian personnel will be governed by the Joint Travel Regulation (JTR).

Additional Funding Information: A charge of $80.00 per week or fraction thereof is made for

each USALMC student from Government agencies outside the DoD and for Government Owned Contractor Operated (COCO) facilities employees.

Welfare and Recreational Facilities: USALMC has facilities and equipment for sports such as tennis, softball, and volleyball. Special Services operates recreational facilities for military personnel only. There are theaters, chapels, an 18-hole golf course, and the Rod and Gun Club, available for all students. Kenner Army Hospital furnishes medical services to students.

Information is available at the Center as to places of interest in the area.

Civilian students are issued limited purchase PX letters which cover necessary items while in school. Those items authorized for purchase are listed in AR 60-20. There is also a book store that carries school supplies as well as typewriters, tape recorders, and attache cases.

A laundry and dry cleaning facility, a barber shop, and a mailroom are maintained in the USALMC area. Banking facilities and an airline ticket office are on the post.

Class and Study Hours: Classes are conducted from 0800 to 1700 hours, Monday through Friday. The normal day includes six classroom hours of instruction and two hours of study time. Students are occasionally organized into study groups which meet at night.

Eastern Daylight Saving Time is in effect from the last Sunday in April until the last Sunday in October.

Library Facilities: The Logistics Library is operated jointly by the Quartermaster School and the Army Logistics Management Center. There is also a Special Services Library at Fort Lee.

DoD Logistics Study Collection: In addition to the large library collection, the DoD logistics study collection of over 19,000 documents is available for use by enrollees while attending courses at the Center. USALMC operates the Defense Logistics Studies Information Exchange (DLSIE), which maintains the collection for the DoD. The mission of the DLSIE is to provide information services about logistics studies and related research to the entire DoD community.

Availability of Public Transportation: Post bus service is available. Commercial taxis operate on post. Petersburg is served by one railroad—Seaboard Coast Line. Two bus lines, Greyhound and Trailways, serve the Petersburg area. Byrd Field Airport in Richmond is a 45-minute drive from Fort Lee. Commercial limosine transportation is available from the airport to Fort Lee, Virginia. Major highways to Petersburg are Interstates 85 and 95, US 1, 301, and 460.

Uniforms—Civilian Attire: Military Duty Uniforms: From the 2d Monday in April to the 1st Monday in November, military personnel will wear any summer duty uniform prescribed by their service, except the abbreviated khaki uniform. The semi-dress uniform with coat is required for certain school exercises.

Effective the 1st Monday in November to the 2d Monday in April, military personnel will wear the winter uniform prescribed by their service. US Army personnel will wear the Army Green uniform for duty. The Army Blue uniform or civilian attire may be worn off duty at the option of the individual.

Foreign officers will wear the uniform nearest equivalent to that prescribed for the corresponding US services, in accordance with their own national service regulations.

Civilian attire: Civilian students will wear normal business attire to classes.

Orders: Processing of requests for travel pay, per diem, and other administrative actions requires a minimum of six copies of official orders. Arrival at USALMC with less than this number of copies will slow receipt of travel pay.

Shipment of Baggage and/or Instructional Material: Students desiring to ship personal baggage or instructional material at Government expense should check their orders to ascertain

that the appropriation numbers cited in the orders allow such shipment. In those cases in which attendance of students is funded by USALMC, the fund citation for travel and per diem includes authorization for such shipment. Six copies of orders are required to effect shipment.

Nonresident Instruction: USALMC offers off-campus logistics management courses. This instruction is primarily for DoD civilian and military personnel, including Reservists. Instruction is offered through On-the-Job education courses for duty-time, classroom use, and extension courses for individual home study. Additional information regarding all nonresident programs and services may be obtained by writing: Commandant, US Army Logistics Management Center, ATTN: AMXMC-CS, Fort Lee, Virginia 23801.

MOBILE INSTRUCTOR TEAMS

General: Mobile Instructor Teams (MIT) offer formal classroom instruction at the requesting installation, utilizing USALMC instructors, materials, methods, and policies. The availability of regularly scheduled USALMC resident courses, or tailored modification thereof, as off-campus offerings under the MIT concept will depend upon:

1. The availability of USALMC faculty and local facilities.

2. The size and mix of the student body.

3. The savings to accrue from off-campus versus resident instruction.

4. The educational techniques used in the course and the changes which may be required by displacement of the instruction site.

Funding: Normally, the requesting installation must fund the cost of conducting on-site courses utilizing the USALMC Mobile Instructor Team concept.

How to Apply: The requesting installation should forward their request through HQ AMC to the Commandant, USALMC, at least 90 days prior to the anticipated starting date of the course, stating specific requirements.

UNITED STATES ARMY LOGISTICS MANAGEMENT CENTER

FY 75 PROJECTED SCHEDULE OF COURSES

Resident Training

Course/Number/Length	Quarter	No. Classes Per Quarter
Army Installation Management 1B–F1 (3 weeks)	1	1
	2	2
	3	2
	4	2
Army Integrated Materiel Systems Management 8A–F16 (6 weeks)	1	1
	2	1
	3	2
	4	1
Army Management Information Systems 7E–F21 (2 weeks)	1	1
	2	1
	3	1
	4	–
Associate Logistics Executive Development (RC) 8A–419 (2 weeks)	1	2
	2	1
	3	–
	4	1
Logistics Executive Development 8A–F17 (19 weeks)	1	1
	2	–
	3	1
	4	–
Maintenance Management 8A–F3 (6 weeks)	1	1
	2	1
	3	2
	4	1
Operations Research/Systems Analysis Executive 5A–F4 (4 weeks)	1	1
	2	2
	3	1
	4	2
Procurement Seminar for Project Management 8D–F31 (1 week)	1	–
	2	1
	3	–
	4	–

Course/Number/Length	Quarter	No. Classes Per Quarter
Property Disposal Operations 8G–F1 (4 weeks)	1	2
	2	–
	3	–
	4	1
Research & Development Management 5L–F3 (2 weeks)	1	2
	2	1
	3	2
	4	1
Test & Evaluation Management Seminar 8D–F30 (2 weeks)	1	–
	2	2
	3	1
	4	2
Defense Advanced Disposal Management 8B–F17 (4 weeks)	1	1
	2	1
	3	1
	4	–
Defense Advanced Inventory Management 8B–F12 (5 weeks)	1	1
	2	1
	3	1
	4	–
Defense Advanced Procurement Management 8D–F12 (3 weeks)	1	2
	2	2
	3	2
	4	2
Defense Depot Operations Management 8B–F10 (6 weeks)	1	1
	2	1
	3	2
	4	1
Defense Disposal Executive Development Seminar 8B–F18 (2 weeks)	1	–
	2	–
	3	1
	4	–

Course/Number/Length	Quarter	*No. Classes Per Quarter*
Defense Disposal Management Seminar 8B–F21 (1 week)	1	–
	2	1
	3	1
	4	1
Defense International Logistics Management 8A–F12 (2 weeks)	1	1
	2	1
	3	1
	4	2
Defense Inventory Management 8B–F11 (6 weeks)	1	1
	2	1
	3	1
	4	2
Defense Logistics Instructor Development 5K–F1 (2 weeks)	1	1
	2	–
	3	1
	4	–
Defense Metals Identification 8G–F2 (1 week)	1	2
	2	2
	3	1
	4	1
Defense Procurement Management 8D–4320 (4 weeks)	1	2
	2	1
	3	3
	4	1
Defense Specification Management 8D–F1 (2 weeks)	1	1
	2	1
	3	2
	4	1

OFF-CAMPUS

ARMY SPONSORED OFF-CAMPUS COURSES

UNITED STATES ARMY LOGISTICS MANAGEMENT CENTER

CORRESPONDENCE COURSE PROGRAM

Nature and Purpose: USALMC correspondence courses are programs for home study by Active and Reserve officers and civilian employees of defense logistics systems.

Eligibility Requirements: Applicants are expected to meet the same rank or grade requirements as students in comparable resident courses. This requirement can be waived in some cases for students of lower ranks or grades who can show valid needs for the instruction.

How to Apply: The individual may apply by completing, obtaining indorsement to, and submitting one copy of the application form of any service. These forms are:

DD 1900 Request for Training or Educational Development.

Army—DA Form 145, Army Correspondence Course wenrollment Application.

Navy—Form Nav Pers 1550/4 (8-69), Application for Enrollment in Correspondence Course.

Air Force—ECI Form 23, ECI Application.
Marine Corps—MCS Form 170.

The indorsed form is submitted to:

Commandant
United States Army Logistics Management Center
ATTN: AMXMC-CS
Fort Lee, Virginia 23801

Participation Requirements: Each course consists of several subcourses. The student is required to complete at least two subcourses in each full year he is enrolled. Each complete course has a maximum completion time; for the average course, this is two years. Generally, students must complete the subcourses Introduction to Management in Logistics and Introduction to Defense Financial Management (or designated portions thereof) as prerequisites to the functional course study.

Diplomas and Certificates: For each full subcourse he completes, the student receives a letter of subcourse completion. When the student successfully completes all subcourses of a full course in the required time, a USALMC diploma is awarded.

Security Clearance: None required.
Cost: These courses are offered at no cost to the student. All necessary study materials are provided.

Courses Available:

ALM 3 (CC) COMPUTERS IN LOGISTICS —40 Credit Hours.

Scope: This course provides the student with a knowledge of the functional and operational aspects of Automatic Data Processing (ADP) and Automatic Data Processing/Management Information Systems (ADP/MIS) systems. It includes a discussion of the characteristics and evolution of hardware and software and the implication of the human element in the automated environment. Systems analysis techniques and procedures are presented both in theory and actual practice, as required by regulations, and higher headquarters plans and policies. In the final lesson, an overview of the AMC ADP/MIS plan is discussed. This lesson ties all of the previous instruction into a real world example of the concepts, policies, and procedures of actual on-going systems development efforts and operation, within the framework of the HQ AMC ADP Plan.

8B-F17 (CC) DEFENSE ADVANCED DISPOSAL MANAGEMENT—188 Credit Hours.
Scope: This course provides for a full range of discussion of current Department of Defense disposal program policies, procedures, and objectives. It provides for study and analysis of policies and procedures involving utilization, transfer, donation, sale, abandonment, and destruction of Department of Defense excess and surplus personnel property. It is designed to develop the latent managerial abilities of the students by presenting:

(a) The broad concepts of management principles and executive skills.

(b) The overall objectives of the Department of Defense disposal program.

(c) A laboratory environment permitting the application of managerial principles, skills, policies, and procedures to actual situations encountered by Department of Defense program supervisors.

8B-F10 (CC) DEFENSE DEPOT OPERATIONS MANAGEMENT—204 Credit Hours.
Scope: The management and operational aspects of the Department of Defense distribution systems are studied with particular emphasis given to major depot functions of receipt, storage, care, distribution and control of material. The relationship of these functions to life cycle management is considered for application and association to the integrated wholesale logistics system.

ALM 2 (CC) DEFENSE FINANCIAL MANAGEMENT—40 Credit Hours.

Scope: An overview and history of financial management in Government; the Program, Planning, Budgeting System; the Defense Apprpriations and Congressional Relations; the Installation Budget; Operations and Maintenance Appropriation Fund Accounting at the Installation; Principles of Accounting for the Functional Manager; Financial Inventory Accounting; Stock Fund; Industrial Fund; Defense Consumer Funding; Review and Analysis; and Legislative Authority.

8A-F12 (CC) DEFENSE INTERNATIONAL LOGISTICS MANAGEMENT—102 Credit Hours.

Scope: This course includes an introduction to international logistics to include the roles of Department of State, Department of Defense, Military Departments, Defense Supply Agency, and industry; the organizational structures for the materiel support of foreign customers; international logistics management systems to include the supply and delivery of materiel, international logistics financial management; the planning and execution of the Military Assistance Grant Aid Program and the Foreign Military Sales Program; cooperative logistics programs to include supply support arrangements, coproduction agreements, and research and development agreements; international logistics distribution, redistribution of MAP excess materiel and maintenance management; study, evaluation, and analysis of current problems in the program management of grant aid foreign military sales and cooperative logistics.

8B-F11 (CC) DEFENSE INVENTORY MANAGEMENT—228 Credit Hours.

Scope: The course concentrates on the integrated materiel management functions performed at inventory control points. The subjects covered range through the entire life cycle of materiel from the entry of new items into the Department of Defense inventory to ultimate disposal of surplus materiel. Special emphasis is placed on requirements planning and computation (peacetime and mobilization) for the various categories of items; and the management of these items through such tools as financial management, standardization, modernization, and economic inventory principles. Mathematics, scientific techniques, and logistical terminology are presented to the degree required to provide a common basis for understanding requirements computation and inventory management problems. Problems in human relations and the application of management skills and practices, communicative skills, and problem solving and decision making techniques appear throughout the course, emphasizing their importance to management.

8D 4320 (CC) DEFENSE PROCUREMENT MANAGEMENT—132 Credit Hours.

Scope: This is a general survey course which provides thorough training in the fundamentals of Department of Defense procurement to officer and civilian personnel of the various DoD agencies. It offers a detailed study of the essential procurement procedures and regulations promulgated by the DoD.

ALM 17 (CC) DEFENSE SMALL PURCHASE—28 Credit Hours.

Scope: Course content includes a review of basic small purchase policies, organization, and methods.

8D-F1 (CC) DEFENSE SPECIFICATION MANAGEMENT—88 Credit Hours.

Scope: The course covers Department of Defense management concepts and policies involved in the development, prescription, and use of military and Federal specifications. It includes the functions and uses of specifications; types of specifications, and their administrative development; technical development of the materiel requirements section of specifications; the role of specifications in procurement; policies and techniques of quality assurance and inspection; and packaging and packing requirements of specifications.

ALM 1b (CC) INTRODUCTION TO MANAGEMENT IN LOGISTICS—40 Credit Hours.

Scope: The principles, functions, and theories of management; problems of planning, organiz-

ing, and controlling; survey of communication skills; managerial techniques and methods; labor-management relations; and interrelationships of logistics functions.

8A-F17 (CC) LOGISTICS EXECUTIVE DEVELOPMENT—600 Credit Hours (approx.).

Scope: This course provides, by correspondence, in-depth logistics education for selected managers and develops their intellectual depth and analytical ability. It includes an overview of logistics echelons and organization; the concepts of strategy, tactics, and logistics; the nature and applicability of management techniques; ADP applications to logistics; the management of standard systems; the nature and scope of behavioral sciences; fundamental economical concepts which influence policy; quantitative analysis approaches to general problem solving; systems analysis; the environment of the procurement function; the development of the Five-Year Defense Plan; the concept formulation, contract definition, development and production, and operations and disposal phases of the materiel life cycle; logistics facilities management; personnel and logistics services; interservice support agreements and arrangements; and logistics gaming exercises. The course consists of five phases of two subcourses each, an elective and a two-week residency course. The elective may be selected from specific courses offered by USALMC and taken either in residence or by correspondence if the course is offered in that mode. The residency requirement consists of a Logisticians Seminar conducted at USALMC at which attendance is mandatory after completion of all other course requirements.

8A-F3 (CC) MAINTENANCE MANAGEMENT—220 Credit Hours.

Scope: The course covers all aspects of the Army maintenance system as an integral part of the Department of Defense and Department of the Army Logistics system. It includes plans, programs and budgets as they relate to maintenance, control systems, control techniques, management of maintenance operations, the relationship of maintenance to other activities, and the importance of the human element in management.

5L-F3/8D-F30 (CC) RESEARCH, DEVELOPMENT, TEST AND EVALUATION MANAGEMENT—130 Credit Hours.

Scope: This course covers the organization and mission of the Army for life cycle management of materiel, the characteristics and interrelationships of the functions involved, the management systems and techniques employed, the testing that occurs during the life cycle of materiel, and the subjective evaluations of the materiel items/systems to determine their military value. Emphasis is placed on the materiel development process and the management decisions made at CRD, ACSFOR, DCSLOG, TRADOC, AMC, LDSRA, and FORSCOM. The DA life cycle management model serves as a framework for the entire course.

LOGISTICS MANAGEMENT COMPREHENSIVE READING COURSE—105 Credit Hours.

Scope: This course is designed to encourage professional reading in logistics management. Students enrolling in this course select from the USALMC Reading Course Book List, read and report in writing, five books the subject matter of which relates to five specific areas of logistics management: general, financial, scientific, distribution, and materiel and procurement. The Book List is periodically updated so as to make available to enrollees the best and latest writings of specialists in the logistics management field. The Book List and enrollment forms may be obtained by writing to: Commandant, U.S. Army Logistics Management Center, ATTN: AMXMC-CS, Fort Lee, Virginia 23801.

ON-THE-JOB EDUCATION PROGRAM

Nature and Purpose: The On-the-Job Education Program (OJE) offered by the United States Army Logistics Management Center is flexible and provides commanders with a training vehicle for improving logistics management operating effectiveness through "in-house" training conducted at installations. Training permits military and civilian personnel of the Department of Defense logistics systems to develop their knowledge and managerial skills at their assigned installations and activities. The courses comprehensively cover logistics management from a managerial viewpoint, with emphasis on individual appreciation of sound problem-solving techniques.

Activities may choose to pursue on-the-job education through either Regular or Special enrollment.

Regular On-the-Job Education Program.

An on-site training program which offers formal classroom instruction using qualified installation personnel as instructors. USALMC materials, methods, and policies are utilized throughout each course. The regular OJE courses parallel their resident counterparts and are equally qualifying for career progression.

USALMC will support regular OJE courses by providing the installation with instructor seminar, instructor material, student material, liaison visits and guest speaker assistance when possible. USALMC will also prepare and grade examinations and present diplomas to those students who successfully complete the course. USALMC instructor certificates will be presented to those instructors who qualify.

Those installations or activities who desire to present a regular OJE course should forward their requests at least 60 days prior to the anticipated starting date.

Special On-the-Job Education Programs (Special OJE).

Special OJE courses are prepared from selected portions of OJE and resident courses and are designed to meet specific installation training requirements. A command or activity having a need for training in some aspect of logistics which cannot be met by use of USALMC resident courses, correspondence courses, or one of the regular OJE courses, should contact the Commandant, USALMC, concerning the possibility of designing a special OJE course utilizing current available material.

Eligibility Requirements: All nominees must have an actual or anticipated assignment to a position in the related field of study.

Military Personnel. Commissioned officers, warrant officers, and senior noncommissioned officers with a potential of two years of active duty remaining after completion of the course. Officers must be presently in/or on orders to a position requiring specified training. Noncommissioned officers must be assigned to a logistics position requiring training in the requested area.

Civilian personnel. GS-7 or above with three years of work expectancy with the Government remaining after completion of the course, except that GS-5 participation is permitted for personnel who have passed the Federal Service Entrance Examination (FSEE) and have been accepted as trainees in related fields of instruction.

Requests for waivers to the above requirements will be considered on an individual basis.
How to Apply: The installation uses the Application for On-the-Job Education (XMC Form 70) to apply for either Regular or Special OJE courses. This form and necessary information can be obtained by utilizing AUTOVON number 687-3601 or 5423, or by writing to:

Commandant
United States Army Logistics Management Center
ATTN: AMXMC-CS
Fort Lee, Virginia 23801

Security Clearance: None required.

Cost: The OJE courses are offered at no cost to the user.

Available Courses:*

8A-F16(AR) (OJE) ARMY INTEGRATED MATERIEL SYSTEMS MANAGEMENT—240 Hours.

Scope: The entire life cycle of military materiel systems is broadly studied from the earliest stages of concept formulation through contract definition, development, production, fielding, operation, and maintenance to the ultimate disposal of stocks. Emphasis is placed on the application of current management techniques from a total system perspective, on understanding of the interrelationship among logistics functions, on the impact of functional management decisions upon other functions, and on the materiel system as a whole.

OJE COMPUTERS IN LOGISTICS—40 Hours.

Scope: The evolution of ADP is studied including the theory and concepts of ADP Systems, Hardware, Software, and analysis techniques. A discussion of the System Development Life Cycle is stressed as it pertains to the Army Management Information System and AMC's 5-Year ADP Program.

(OJE) CONTRACT TERMINATION SEMINAR—24 Hours.

Scope: A seminar designed to provide a comprehensive study of those policies and procedures related to termination of Government contracts in the Armed Service Procurement Regulation (ASPR) as well as decisions, statutes, and other authorities governing this phase of procurement and contract administration. This course is designed to acquaint the student with the contractual rights and obligations of the contractor and the Government with regard to termination of contracts.

8B-F17 (OJE) DEFENSE ADVANCED DISPOSAL MANAGEMENT—160 Hours.

Scope: This course provides for a full range of discussion of current DoD disposal program policies, procedures, and objectives. It provides for study and analysis of policies and procedures involving utilization, transfer, donation, sale, abandonment, and destruction of DoD excess and surplus personal property. It is designed to develop the latent managerial abilities of the students by presenting:

a. the broad concepts of management principles and executive skills.

b. the overall objectives of the DoD disposal program.

c. a laboratory environment permitting the application of managerial principles, skills, policies, and procedures to actual situations encountered by DoD program supervisors.

8B-F12 (OJE) DEFENSE ADVANCED INVENTORY MANAGEMENT—100 Hours.

Scope: Course content ranges from the functions of the commodity manager (cataloging direction, requirements computations, procurement direction, distribution management, budgeting, rebuild, and disposal direction) to the latest organizational concepts of the Defense Supply System's Defense strategic and logistics planning, programing, supply control, and financial management. Problems in human relations, application of proven management practices, communicative skills, decision making and problem solving techniques appear throughout the course.

8B-F10 (OJE) DEFENSE DEPOT OPERATIONS MANAGEMENT—141 Hours.

Scope: The management and operational aspects of the DoD distribution systems are studied with particular emphasis given to major depot functions of receipt, storage, care, distribution, and control of material. The relationship of these functions to the life cycle management cycle is considered for application to, and association with, the integrated wholesale logistics system.

8B-F11 (OJE) DEFENSE INVENTORY MANAGEMENT—240 Hours.

Scope: The course concentrates on the integrated materiel management functions per-

formed at inventory control points. The subjects covered range through the entire life cycle of materiel from the entry of new items into the DoD inventory to ultimate disposal of surplus materiel. Special emphasis is placed on requirements planning and computation (peacetime and mobilization) for the various categories of items; and the management of these items through such tools as financial management, standardization, modernization, economic inventory principles and automated data systems. Mathematics, scientific techniques and logistical terminology are presented to the degree required to provide a common basis for understanding requirements computation and inventory management problems. Problems in human relations and the application of management skills and practices, communicative skills, and problem solving and decision making techniques appear throughout the course, emphasizing their importance to management.

8D-4320 (OJE) DEFENSE PROCUREMENT MANAGEMENT—160 Hours.

Scope: This is a general survey course. It provides a study of procurement procedures in the Armed Services Procurement Regulation (ASPR) as well as a general survey of basic statutes and authorities governing procurement which underlie the ASPR, required by personnel entering the procurement field or who are within the first three years of practical procurement experience.

SP (OJE) DEFENSE SMALL PURCHASE —40 Hours.

Scope: This course provides a detailed study of small purchase procedures as outlined in the ASPR, as well as a general survey of basic statutes and authorities governing procurement which underlie the ASPR, required by personnel entering the procurement field or who are within the first 3 years of practical procurement experience.

FEDERAL CATALOG SYSTEM (OJE)—80 Hours.

Scope: This course provides a basic and general study of the Federal Catalog System. Included is training in the Item Identification and Cataloging of the various commodities of material used by Department of Defense Activities. The fundamentals of this centralized system which is used uniformly throughout the Federal Government as well as the NATO Countries are reviewed.

8A-F3(AR) (OJE) MAINTENANCE MANAGEMENT—138.5 Hours.

Scope: The course covers all aspects of the Army maintenance system as an integral part of the Department of Defense (DoD) of the Army logistics system. It includes plans, programs, and budgets as they relate to maintenance, control systems, control techniques, management of maintenance operations, the relationship of maintenance to other activities, and the importance of the human element in management.

* Courses in other functional logistics areas may be developed on request under the Special OJE Program.

UNITED STATES ARMY LOGISTICS MANAGEMENT CENTER

CERTIFICATE FORMS

Nature and Purpose: The USALMC offers eight certificate programs to encourage DoD military and civilian personnel to attend courses in the field of logistics in order to develop and broaden their professional potential and skills. Many of the certificate programs are co-sponsored by appropriate civilian professional associations.

Eligibility Requirements: All DoD personnel who make application for a certificate and complete specified Required and Elective Courses are eligible to receive certificates.

How to Apply: An individual may apply by contacting the Registrar, US Army Logistics Management Center, Fort Lee, Virginia 23801.

Participation Requirements: Each certificate consists of Required Courses and Elective Courses. Satisfactory completion of the Required Courses is a prerequisite for enrollment in each certificate program. Satisfactory completion of the stipulated Elective Courses to include those offered by the USALMC is necessary to become eligible for receipt of the certificate desired. Students completing courses at other service schools or civilian universities may petition to have up to four such courses applied toward elective credit. Official transcripts of records for courses for which credit is requested will be required for review and evaluation by the USALMC.

Diplomas and Certificates: When an individual successfully completes all Required and Elective Courses, a certificate signed by both the USALMC and the sponsoring association is awarded. Personnel receiving a certificate should so indicate on appropriate personnel records; e.g., Item 24, DA Form 2302, Qualification Record, for Army civilians, and Item 15, DA Form 66, Officer Qualification Record, for Army officers.

Security Clearance: None required.

Cost: These certificates are offered at no cost to the student.

Certificate Available:

CERTIFICATE IN RESEARCH, DEVELOPMENT, TEST AND EVALUATION

Required USALMC Courses.

Research and Development Management (2 weeks)

Test and Evaluation Management Seminar (2 weeks)

Elective Courses. Enrollees must complete a total of any six of the following courses or acceptable substitutes for same, two of which must be taken from the USALMC. For this purpose, satisfactory completion of the Logistics Executive Development Course will equate to two courses including the two which must be taken from the USALMC.

Cost Estimating Techniques for Systems Acquisition (4 weeks)

Army Integrated Materiel Systems Management (6 weeks)

Risk Analysis (2 weeks)

Defense Procurement Management (4 weeks)

Defense Advanced Procurement Management (3 weeks)

Defense Specification Management (3 weeks)

Management of the Quality Function (2 weeks)

Defense Inventory Management (6 weeks)

Logistics Execution Development (19 weeks)

ADP for Logistics Executives (1 week)

General Functional Systems Requirements (3 weeks)

Operations Research/Systems Analysis for Executives (4 weeks)

Cost Estimating Seminar for Executives (1 week)

Life Cycle Cost Analysis of Weapons Systems (4 weeks)

CERTIFICATE IN CONTRACT MANAGEMENT *

Required USALMC Courses.

Defense Procurement Management (4 weeks)

Defense Advanced Procurement Management (3 weeks)

Elective Courses. Enrollees must complete a total of any six of the following courses or acceptable substitutes for same, two of which must be taken from the USALMC. For this purpose, satisfactory completion of the Logistics Executive Development Course will equate to two courses including the two which must be taken from the USALMC.

Management of the Quality Function (2 weeks)

Defense Specification Management (3 weeks)

Research and Development Management (2 weeks)

Procurement Seminar for Project Management (1 week)

Risk Analysis (2 weeks)

Cost Estimating Techniques for Systems Acquisition (4 weeks)

Logistics Executive Development (19 weeks)

Army Integrated Materiel Systems Management (6 weeks)

* Offered in conjunction with the National Contract Management Association.

Test and Evaluation Management Seminar (2 weeks)

Should Cost Seminar (1 week)

Life Cycle Cost Analysis of Weapons Systems (4 weeks)

Cost Estimating Seminar for Executives (1 week)

CERTIFICATE IN INVENTORY MANAGEMENT *

Required USALMC Courses.

Defense Inventory Management (6 weeks)

Defense Advanced Inventory Management (5 weeks) *or* Army Integrated Materiel Systems Management (6 weeks)

Elective Courses. Enrollees must complete a total of any six of the following courses or acceptable substitutes for same, two of which must be taken from the USALMC. For this purpose, satisfactory completion of the Logistics Executive Development Course will equate to two courses including the two which must be taken from the USALMC.

Defense Depot Operations Management (6 weeks)

Defense Advanced Disposal Management (4 weeks)

Defense International Logistic Management (3 weeks)

Maintenance Management (6 weeks)

Operations Research/Systems Analysis for Executives (4 weeks)

Logistics Executive Development (19 weeks)

ADP for Logistics Executives (1 week)

General Functional Systems Requirements (3 weeks)

ALPHA Supply Management OJE (2 weeks)

* Offered in conjunction with the Defense Supply Association.

CERTIFICATE IN DISTRIBUTION MANAGEMENT *

Required USALMC Courses.

Defense Depot Operations Management (6 weeks)

Defense Inventory Management (6 weeks) *or* Defense Advanced Inventory Management (5 weeks)

Elective Courses. Enrollees must complete a total of any six of the following courses or acceptable substitutes for same, two of which must be taken from the USALMC. For this purpose, satisfactory completion of the Logistics Executive Development Course will equate to two courses including the two which must be taken from the USALMC.

Defense International Logistics Management (3 weeks)

Logistics Executive Development (19 weeks)

Maintenance Management (6 weeks)

Army Installation Management (3 weeks)

Defense Advanced Disposal Management (4 weeks)

Management of the Quality Function (2 weeks)

ADP for Logistics Executives (1 week)

General Functional Systems Requirements (3 weeks)

ALPHA Supply Management OJE (2 weeks)

Operations Research/Systems Analysis for Executives (4 weeks)

Army Integrated Materiel Systems Management (6 weeks)

* Offered in conjunction with the Defense Supply Association.

CERTIFICATE IN MAINTENANCE MANAGEMENT *

Required USALMC Courses.

Maintenance Management (6 weeks)

Maintenance Engineering Analysis for Integrated Logistics Support (4 weeks)

Elective Courses. Enrollees must complete a total of any six of the following courses or acceptable substitutes for same, two of which must be taken from the USALMC. For this purpose, satisfactory completion of the Logistics Executive Development Course will equate to two courses including the two which must be taken from the USALMC.

Research and Development Management (2 weeks)

Army Installation Management (3 weeks)

Defense Depot Operations Management (6 weeks)

Defense Inventory Management (6 weeks)

Management of the Quality Function (2 weeks)

Defense Specification Management (3 weeks)

Defense International Logistics Management (3 weeks)

Logistics Executive Development (19 weeks)

General Functional Systems Requirements (3 weeks)

ALPHA Supply Management OJE (2 weeks)

Operations Research/Systems Analysis for Executives (4 weeks)

Army Integrated Materiel Systems Management (6 weeks)

* Offered in conjunction with the Society for Advancement of Management.

CERTIFICATE IN DISPOSAL OPERATIONS *

Required USALMC Courses.

Defense Advanced Disposal Management (4 weeks)

Defense Disposal Executive Development Seminar (2 weeks)

Elective Courses. Enrollees must complete a total of any six of the following courses or acceptable substitutes for same, two of which must be taken from the USALMC. For this purpose, satisfactory completion of the Logistics Executive Development Course will equate to two courses including the two which must be taken from the USALMC.

Defense Inventory Management (6 weeks)

Defense International Logistics Management (3 weeks)

Army Installation Management (3 weeks)

Army Integrated Materiel Systems Management (6 weeks)

Management of the Quality Function (2 weeks)

Defense Disposal Management Seminar (1 week)

Defense Depot Operations Management (6 weeks)

General Functional Systems Requirements (3 weeks)

ALPHA Supply Management OJE (2 weeks)

Logistics Executive Development (19 weeks)

CERTIFICATE IN LOGISTICS MANAGEMENT INFORMATION SYSTEMS

Required USALMC Courses (One of the Following).

General Functional Systems Requirements (3 weeks)

Army Management Information Systems (2 weeks)

ADP Systems in Logistics Management (2 weeks)*

Elective Courses. Enrollees must complete a total of any seven of the following courses or acceptable substitutes for same, three of which must be taken from the USALMC. For this purpose, satisfactory completion of the Logistics Executive Development Course will equate to two courses including the two which must be to two courses including the two which must be taken from the USALMC.

ADP for Logistics Executives (1 week)

Any ALPHA Functional OJE Course (2 weeks)

Cost Estimating Techniques for Systems Acquisition (5 weeks)

Life Cycle Cost Analysis of Weapons Systems (4 weeks)

Risk Analysis (2 weeks)

Defense Inventory Management (6 weeks)

Army Installation Management (3 weeks)

Logistics Executive Development (19 weeks)

Automated Logistics Systems Development Seminar (1 week)*

CERTIFICATE IN INTERNATIONAL LOGISTICS *

Required USALMC Courses.

Defense International Logistics Management (3 weeks)

Defense Advanced Inventory Management (5 weeks)

Elective Courses. Enrollees must complete a total of any six of the following courses or acceptable substitutes for same, two of which must be taken from the USALMC. For this purpose, satisfactory completion of the Logistics Executive Development Course will equate to two courses including the two which must be taken from the USALMC.

Defense Inventory Management (6 weeks)

* Offered in conjunction with the Defense Supply Association.

* Course no longer given; credit given for former attendance.

UNITED STATES ARMY LOGISTICS MANAGEMENT CENTER

CERTIFICATE PROGRAMS

Nature and Purpose: USALMC has established Certificate Programs for the following categories: Research, Development, Test and Evaluation; Contract Management; Inventory Management; Distribution Management; Maintenance Management; Disposal Operations; Logistics Management Information Systems; International Logistics; and Executive Logistics Management. These Certificate Programs are for both military and civilian Department of Defense personnel. The objective of the Certificate Program is to encourage Department of Defense military and civilian personnel to attend courses of instruction in the field of logistics in order to develop and broaden their professional potential and skills and to affiliate USALMC with professional societies related to logistics.

Eligibility Requirements: All DoD personnel who make application for a certificate and complete specified Required and Elective Courses are eligible to receive certificates.

How to Apply: An individual may apply by contacting the Registrar, US Army Logistics Management Center, Fort Lee, VA 23801.

Participation Requirements: Each certificate consists of Required Courses and Elective Courses. Satisfactory completion of the Required Courses is a prerequisite for enrollment in each certificate program. Satisfactory completion of the stipulated Elective Courses to include those offered by the USALMC is necessary to become eligible for receipt of the certificate desired. Students completing courses at other service schools or civilian universities may petition to have up to four such courses applied toward elective credit. Official transcripts of records for courses for which credit is requested will be required for review and evaluation by the USALMC.

Diplomas and Certificates: When an individual successfully completes all Required and Elective Courses, a certificate signed by both the USALMC and the sponsoring association is awarded. Personnel receiving a certificate should so indicate on appropriate personnel records; e.g., Item 24, DA Form 2302, Qualification Record, for Army civilians, and Item 15, DA Form 66, Officer Qualification Record, for Army officers.

Co-Sponsoring Society/Association: Arrangements are being made to have each Certificate Program co-sponsored by a related professional society or association. This affiliation will serve to join, professionally, individuals participating in the Certificate Programs with the USALMC and a civilian organization related to logistics management. The society, association, or agency with which co-sponsoring arrangements have been made is shown by an asterisk on the Certificate Programs described on the following pages.

Security Clearance: None required.

Cost: These certificates are offered at no cost to the student.

Certificates Available:

CERTIFICATE PROGRAM IN RESEARCH, DEVELOPMENT, TEST AND EVALUATION *

Required USALMC Courses.

- Research and Development Management (2 weeks)
- Test and Evaluation Management (2 weeks)
- Risk Analysis (2 weeks)
- Cost Estimating for Engineers (2 weeks)

Program Content. Enrollees must complete a total of any six courses listed below or acceptable substitutes for same, two of which must be

* Offered in conjunction with the Association for Systems Management.

taken from USALMC. For this purpose, satisfactory completion of Logistics Executive Development Course will equate to two courses including the two which must be taken from USALMC.

Defense Specification Management (2 weeks)

Management of the Quality Function (2 weeks)

Logistics Support Design Management (4 weeks)

Army Management Information Systems (2 weeks)

Procurement Seminar for Project Management (1 week)

Operations Research/System Analysis for Executives (4 weeks)

Logistics Executive Development (19 weeks)

Cost Analysis for Decision Making (4 weeks)

CERTIFICATE PROGRAM IN CONTRACT MANAGEMENT *

Required USALMC Courses.

Defense Procurement Management (4 weeks)

Defense Advanced Procurement Management (3 weeks)

Program Content. Enrollees must satisfactorily complete a total of any six of the following USALMC courses or acceptable substitutes for same:

Management of the Quality Function (2 weeks)

Defense Specifications Management (2 weeks)

R&D Management (2 weeks)

Procurement Seminar for Project Management (1 week)

Risk Analysis (2 weeks)

Logistics Executive Development (19 weeks)

Army Integrated Materiel Systems Management (6 weeks)

Test and Evaluation Management Seminar (2 weeks)

Cost Analysis for Decision Making (4 weeks)

At least two of the six optional courses must be from those offered by the Center. Students completing courses in the Government contracts area contained in the "Defense Management Education and Training Catalog" (DoD 5010.16-C), or university courses sponsored by the National Contract Management Association, may petition to have up to four such courses applied toward the Certificate, providing any such individual or combination of courses, is of at least 2 weeks duration. Official transcripts of records (identifying such courses for which credit is requested) will be required for review and evaluation by the board. The Contract Management Certificate Evaluation Board is composed of Dean of School of Acquisition Management, Director of Educational Technology, and the Director of Continuing Studies.

CERTIFICATE PROGRAM IN INVENTORY MANAGEMENT

Required USALMC Courses.

Defense Inventory Management (6 weeks)

Defense Advanced Inventory Management (5 weeks), or

Army Integrated Materiel Systems Management (6 weeks)

Program Content. Enrollees must complete a total of any six of the following courses or acceptable substitutes for same, two of which must be taken from the USALMC. For this purpose, satisfactory completion of the Logis-

* Offered in conjunction with the National Contract Management Association.

tics Executive Development Course will equate to two courses including the two which must be taken from the USALMC.

Defense Depot Operations Management (6 weeks)

Defense Advanced Disposal Management (4 weeks)

Defense International Logistics Management (2 weeks)

Maintenance Management (6 weeks)

Operations Research/Systems Analysis for Executive (4 weeks)

Logistics Executive Development (19 weeks)

General Functional Systems Requirements (3 weeks)

CCSS Supply Management (MMII-OJE) (2 weeks)

Army Initial Provisioning (4 weeks)

CERTIFICATE PROGRAM IN DISTRIBUTION MANAGEMENT

Required USALMC Courses.

Defense Inventory Management (6 weeks) or Defense Advanced Inventory Management (5 weeks)

Defense Depot Operations Management (6 weeks)

Program Content. Enrollees must complete a total of any six of the following courses or acceptable substitutes for same, two of which must be taken from the USALMC. For this purpose, satisfactory completion of the Logistics Executive Development Course will equate to two courses including the two which must be taken from the USALMC.

Defense International Logistics Management (2 weeks)

Logistics Executive Development (19 weeks)

Maintenance Management (6 weeks)

Army Installation Management (3 weeks)

Defense Advanced Disposal Management (4 weeks)

Management of the Quality Function (2 weeks)

General Functional Systems Requirements (3 weeks)

CCSS Supply Management (MMII-OJE) (2 weeks)

Operations Research/Systems Analysis for Executives (4 weeks)

Army Integrated Materiel Systems Management (6 weeks)

CERTIFICATE PROGRAM IN MAINTENANCE MANAGEMENT *

Required USALMC Courses.

Maintenance Management (6 weeks)

Logistics Support Design Management (4 weeks)

Program Content. Enrollees must complete a total of any six of the following courses or acceptable substitute for same, two of which must be taken from the USALMC. For this purpose, satisfactory completion of the Logistics Executive Development Course will equate to two courses including the two which must be taken from the USALMC.

Army Integrated Materiel Systems Management (6 weeks)

Research and Development Management (2 weeks)

Army Installation Management (3 weeks)

Defense Depot Operations Management (6 weeks)

Defense Inventory Management (6 weeks)

Management of the Quality Function (2 weeks)

* Offered in conjunction with the Society for Advancement of Management.

Defense Specification Management (2 weeks)

Defense International Logistics Management (2 weeks)

Logistics Executive Development (19 weeks)

General Functional Systems Requirements (3 weeks)

CCSS Supply Management (MMII-OJE) (2 weeks)

Operations Research/Systems Analysis for Executives (4 weeks)

Army Initial Provisioning (4 weeks)

CERTIFICATE PROGRAM IN DISPOSAL OPERATIONS *

Required USALMC Courses.

Defense Advanced Disposal Management (4 weeks)

Defense Disposal Executive Development Seminar (2 weeks)

Program Content. Enrollees must complete a total of any six of the following courses or acceptable substitutes for same, two of which must be taken from the USALMC. For this purpose, satisfactory completion of the Logistics Executive Development Course will equate to two courses including the two which must be taken from the USALMC.

Defense Inventory Management (6 weeks)

Defense International Logistics Management (2 weeks)

Army Installation Management (3 weeks)

Army Integrated Materiel Systems Management (6 weeks)

Management of the Quality Function (2 weeks)

* Offered in conjunction with the American Logistics Association.

Defense Disposal Management Seminar (1 week)

Defense Depot Operations Management (6 weeks)

General Functional Systems Requirements (3 weeks)

CCSS Supply Management (MMII-OJE) (2 weeks)

Logistics Executive Development (19 weeks)

Property Disposal Operations (4 weeks)

CERTIFICATE PROGRAM IN INTERNATIONAL LOGISTICS*

Required USALMC Courses.

Defense International Logistics Management (2 weeks)

Defense Advanced Inventory Management (5 weeks) or

Army Integrated Materiel Systems Management (6 weeks)

Program Content. Enrollees must complete a total of any six of the following courses or acceptable substitutes for same. Two of which must be taken from the USALMC. For this purpose, satisfactory completion of the Logistics Executive Development Course will equate to two courses including the two which must be taken from the USALMC.

Defense Inventory Management (6 weeks)

Defense Depot Operations Management (6 weeks)

Logistics Executive Development (19 weeks)

Property Disposal Operations (4 weeks)

Defense Advanced Disposal Management (4 weeks)

Maintenance Management (6 weeks)

Army Initial Provisioning (4 weeks)

* Offered in conjunction with the Society for Advancement of Management.

CERTIFICATE PROGRAM IN LOGISTICS MANAGEMENT INFORMATION SYSTEMS

Required USALMC Courses.

- General Functional Systems Requirements (3 weeks)
- Army Management Information Systems (2 weeks)

Program Contents. Enrollees must complete a total of any seven of the following courses or acceptable substitutes for same, three of which must be taken from the USALMC. For this purpose, satisfactory completion of the Logistics Executive Development Course will equate to two courses including the two which must be taken from the USALMC.

- Army CCSS Functional (MMII-OJE) (2 weeks)
- Operations Research/Systems Analysis for Executives (4 weeks)
- Risk Analysis (2 weeks)
- Defense Inventory Management (6 weeks)
- Army Installation Management (3 weeks)
- Logistics Executive Development (19 weeks)
- Computers in Logistics (Correspondence —48 hours)
- ADP for Army Auditors (3 weeks)
- Maintenance Management (6 weeks)
- Cost Analysis for Decision Making (4 weeks)

CERTIFICATE PROGRAM IN EXECUTIVE LOGISTICS MANAGEMENT *

Required USALMC Courses.

- Logistics Executive Development (19 weeks) or
- Associate Logistics Executive Development

Elective Courses. Enrollees must have completed any of the USALMC functional certificates and one course from each of the following areas or acceptable substitute for same, five of which must be taken from the USALMC.

Research and Development
- Research and Development Management (2 weeks)
- Test and Evaluation Management (2 weeks)

Procurement Management
- Defense Procurement Management (4 weeks)
- Defense Advanced Procurement Management (3 weeks)

Inventory Management
- Defense Inventory Management (6 weeks)
- Defense Advanced Inventory Management (5 weeks)
- Army Integrated Materiel Systems Management (6 weeks)

Distribution Management
- Defense Depot Operations Management (6 weeks)
- Defense International Logistics Management (2 weeks)

Maintenance Management
- Maintenance Management (6 Weeks)
- Logistisc Support Design Management (4 weeks)

Disposal Management
- Defense Advanced Disposal Management (4 weeks)
- Defense Disposal Executive Development Seminar (2 weeks)

Computers in Logistics
- General Functional Systems Requirements (3 weeks)
- Computer Applications for Managers (FIT)

Scientific Management in Logistics
- Operations Research/Systems Analysis Executive (4 weeks)
- Risk Analysis (2weeks)
- Cost Estimating for Engineers (2 weeks)
- Cost Analysis for Decision Making (4 weeks)

* Offered in conjunction with the Society for the Advancement of Management.

UNITED STATES ARMY LOGISTICS MANAGEMENT CENTER

Academic Credit for USALMC Courses

AMERICAN COUNCIL ON EDUCATION

Commission on Accreditation of Service Experience (CASE)

Course	Length (Weeks)	Credit (Hours)	Subject Area
Army Logistics Management	12	6	Supply Management
Associate Army Logistics Management	8	6	Supply Management
Army Integrated Materiel Systems Management	6	3	Management
Army Project Manager	3	2	Business Administration
Maintenance Management	6	3	Maintenance Management
Defense Inventory Management	6	3	Inventory Management
Defense Advanced Inventory Management	5	3	Inventory Management
Defense Depot Operations Management	6	4	Supply Management
Defense Advanced Disposal Management	4	3	Supply Property Disposal Management
Defense Procurement Management	5	3	Principles of Procurement
Defense Advanced Procurement Management	3	2	Procurement Management
Defense Specification Management	3	2	Procurement Management
The following courses carry graduate level credit from the Florida Institute of Technology:			
Logistics Executive Development (Resident only)	19	18	Logistics Management
Automatic Data Processing for Auditors	3	3	Computer Application for Managers
Operations Research/Systems Analysis Executive Course	4	3	Analytical Methods for Management

JOINT MILITARY PACKAGING TRAINING CENTER

ABERDEEN PROVING GROUND, MARYLAND 21005

SPONSOR No. 1962

Agencies utilizing quotas for JMPTC courses will complete DD Form 1900 Request for Training or Educational Development or DD Form 1556, "Enrollment and Registration Request," in quadruplicate and forward it to the Director, JMPTC, ATTN: AMXPT-S, Aberdeen Proving Ground, Maryland 21005, 30 days prior to opening for course. Nominees should be able to read, comprehend and apply packaging instruction such as data sheets and specifications. Waivers for personnel not meeting the prerequisites of the DoD 5010.16-C catalog must be requested from the scheduling headquarters for a particular service, providing suitable justification.

Industrial and commercial personnel should

forward applications for enrollment through their respective contracting or contract administration office and the military service or Defense Supply Agency for which the contract is being executed.

Geographical Location and Climate: Aberdeen Proving Ground (APG) is located on the Chesapeake Bay near Aberdeen, Md. It is accessible from U.S. Route 40 and Interstate Route 95 (John F. Kennedy Memorial Highway), being located approximately 30 miles northeast of Baltimore, 70 miles northeast of Washington, and 65 miles southwest of Philadelphia.

The mean monthly temperature for Maryland varies from 34° for January to 75° for July. The annual mean for the state as a whole is 54°. The annual rainfall varies from 25 to 55 inches, and the average annual snowfall is 27 inches.

Quarters and Messing Facilities: Government quarters are available at APG for officers and enlisted personnel, E-6 and under.

Enlisted personnel are attached to Company B, Bldg. 5410, APG, Md. for administration, messing, and quarters with the exception of Marine Corps personnel who should report to the Marine Corps Administrative Det., Bldg. 4117. Their orders should contain this statement. The service charge for Post transient quarters are: Officers, $2.00, EM (BEQ), $1.50.

Officers field mess is available to officer personnel.

In addition, APG has an officers open mess, noncommissioned officers open mess, service club restaurant and cafeteria. JMPTC students are provided special bus service at the noon meal.

Adequate quarters are not available at APG for civilian students. Students intending to use commercial accommodations are responsible for making their own reservations. Included in an advanced student packet will be a list of these facilities with current rates. Bus transportation is furnished daily for those students wishing to utilize government transportation from their motel to the Center and return. Pick up points are indicated in the student guide or will be furnished upon request.

Welfare and Recreational Facilities: Chapel services of all faiths are conducted regularly.

Golf, swimming, fishing and bowling facilities are available to JMPTC students. In addition there is a theater, post exchange, gymnasium and service club which may be used.

Class and Study Hours: Class schedules are based on a 5-day (40 hour) week beginning at 0800 and ending at 1645.

Library Facilities: JMPTC students may use the APG post library. It offers a wide variety of books and periodicals. The JMPTC Library, which consists primarily of technical manuals and technical packaging publications, is available to the students at all times.

Registering and Release Times and Procedures:

All students should arrive at APG in time to report to class at JMPTC headquarters, Bldg. 3519, by 0800 the first day of class.

Students are released by 1200 hours on Friday, the last day of the course of instruction.

Each student is required to clear his account with the billing officer prior to departure if Bachelor Officer Quarters or Bachelor Enlisted Quarters are utilized.

Availability of Public Transportation: Aberdeen Proving Ground is served by several bus lines which operate on U.S. Rt 40 and Friendship Airport, 10 miles south of Baltimore.

Civilian Attire: Civilian students will wear normal business attire to classes. Male students may wear button-type, sport shirts with long trousers to class. Bermuda shorts, T-type or exotic shirts are not permitted.

Per Diem Rate: The per diem rate for both military and civilian personnel will be governed by the Joint Travel Regulation.

Military Address While a Student:

Name

Title of Course

Joint Military Packaging Training Center

Aberdeen Proving Ground, MD 21005

Uniforms: Military Duty Uniforms: From the 1st Monday in May up to but not including the 2nd Monday in October, military personnel will wear the summer duty uniform prescribed by their service, except the abbreviated khaki uniform. The semi-dress uniform with coat is required for certain school exercises.

Effective the 2nd Monday in October up to but not including the 1st Monday in May, military personnel will wear the winter duty uniform prescribed by their service. US Army personnel will wear civilian attire off-duty at their option.

Foreign officers will wear the uniform nearest equivalent to that prescribed for the corresponding US services in accordance with their own national and service regulations.

JOINT MILITARY PACKAGING TRAINING CENTER

FY 75 PROJECTED SCHEDULE OF COURSES

Resident Training

Course/Number/Length	Quarter	No. Classes Per Quarter
Defense Preservation and Intermediate Protection 8B–F1(JT) 822–F1 (2 weeks)	1	1
	2	1
	3	2
	4	1
Defense Packing and Containerization 8B–F2(JT) 822–F2 (2 weeks)	1	1
	2	0
	3	2
	4	1
Defense Advanced Preservation and Packing 8B–F3(JT) 822–F3 (1 week)	1	1
	2	1
	3	1
	4	0
Defense Basic Packaging and Packing 822–F4(JT) (2 weeks)	1	1
	2	1
	3	1
	4	1
Defense Packaging of Dangerous Materials for Transportation 8B–F7(JT) 822–F7 (2 weeks)	1	1
	2	2
	3	1
	4	2
Defense Inspection of Packaged and Packed Household Goods for Storage and Shipment 8B–F8(JT) 822–F8 (1 week)	1	0
	2	1
	3	2
	4	0
Defense Packaging Appreciation for Logistics Managers 8B–F4(JT) (3 days)	1	0
	2	0
	3	1
	4	2
Defense Packaging Design 8B–F16(JT) (2 weeks)	1	0
	2	1
	3	1
	4	1

PROJECTED SCHEDULE OF JMPTC SPONSORED ON-SITE PACKAGING TRAINING CLASSES FY 1974

1. The following classes have been tentatively scheduled at locations in areas where training requirements have been reported. This schedule is not firm until arrangements for hosting the classes have been made by the Director, JMPTC, with the appropriate services and activities. However, the schedule should be considered firm for planning purposes. Requests for additional on-site training should be sent through command channels to the Director, Joint Military Packaging Training Center, Aberdeen Proving Ground, Maryland 21005.

Course/Number/Length	Quarter	Suggested Location
Defense Preservation and Intermediate Protection 8B–F1(JT) 822–F1 (2 weeks)	1	Calif.
	2	Illinois
	4	Illinois
Defense Basic Packaging and Packing 822–F4(JT) (2 weeks)	1	Texas
	2	Georgia
		Utah
	3	Georgia
		Okinawa
		Thailand
	4	Georgia
Defense Vehicle Processing for Shipment or Storage 8B–F6(JT) 822–F6 (1 week)	1	Penna.
	2	Georgia
	3	Georgia
		Okinawa
	4	Georgia
		Thailand
Defense Inspection of Packaged and Packed Household Goods for Storage and Shipment 8B–F8(JT) 822–F8 (1 week)	4	Thailand
Defense Inspection of Packaged and Packed Household Goods for Storage and Shipment 8B–F8(JT) 822–F8 (3 days—on-site)	2	Wash. State
		Illinois
		Missouri
	3	Georgia
Defense Supply Agency and Army Instructor Training for Preparation of Industrial Plant Equipment for Storage or Shipment (DSA/AR) (1 week) JMPTC–1	1	Penna.
Preparation of Freight for Air Shipment AF 5AZA60154–6 (2 weeks)	1	Texas

JOINT MILITARY PACKAGING TRAINING CENTER

NONRESIDENT TRAINING

CORRESPONDENCE COURSE PROGRAM

Nature and Purpose: The Joint Military Packaging Training Center correspondence courses are designed to provide military personnel of any component or element of the Department of Defense, civilian employees of the Federal Government representatives of industry whose concern is defense or governmental packaging problems or subcontracts for services or supplies, or have declared an intent to bid on a contract. Nonresident instruction in the increasingly important field of military preservation, packaging and packing. The Correspondence Course Program of JMPTC is designed to parallel, insofar as practicable, the resident courses offered by the Center at Aberdeen Proving Ground, Maryland.

Eligibility Requirements: Applicants generally are expected to meet the same grade requirements as students in comparable resident courses. However, JMPTC follows a liberal policy on waiving this requirement for students of lower grades who can show valid needs for instruction.

How to Apply: The individual completes DD Form 1900 or the standard enrollment form of his respective service:

Service	Form Title & Number
US Army	DA Form 145 Army Correspondence Course Enrollment Application
US Air Force	ECI Form 23 ECI Enrollment Application
US Navy	NAVPERS 1550/4 Application for Enrollment in Correspondence Course
US Marine Corps	MCIR29B MCI Enrollment Application

After proper indorsement, the form is sent to:

Director

Joint Military Packaging Training Center

ATTN: AMXPT-S

Aberdeen Proving Ground, MD 21005

Study Materials: Each correspondence course consists of a study guide and, when applicable, is supplemented by other text materials and an examination.

Participation Requirements: Normally, a student is permitted to enroll in only one correspondence course at a time. However, where extenuating circumstances exist, the Director, JMPTC, may grant an exception to this limitation.

Students are expected to accomplish the correspondence courses at the rate of 2½ credit hours per month.

When circumstances beyond the control of the student interfere with his meeting the above criteria, he may submit a request for extension of time to the Director of the Center, stating the circumstances involved. An adequate extension of time will be granted where warranted.

Record of Training: Each student successfully completing a correspondence course is furnished, through appropriate Command channels, a record of training.

Security Clearance: No security clearance is required.

Cost: These correspondence courses are offered at no cost to the student.

Available Correspondence Courses (FY 1974):

The correspondence courses offered and the number of credit hours are listed below. See the description of the related resident course for the purpose, scope, and grade requirements, except for JMPTC 6 (COR), Defense Marking. which are given below.

JMPTC Correspondence Course No. 8B-F8(COR)—Defense Inspection of Packaged and Packed Household Goods for Storage and Shipment—34 credit hours.

JMPTC Correspondence Course No. 6(COR)—Defense Marking—15 Credit hours.

Scope: Introduction to marking; methods and sizes of markings and interior package markings; standard exterior markings for shipment or storage and marking of Disaster Relief Shipments; special markings on containers or unboxed supplies and equipment; standard exterior marking procedures for boxes, crates, barrels, drums, and cylindrical containers; standard marking procedures for miscellaneous packs, unpacked vehicles, palletized unit loads, petroleum, unfabricated steel products, household goods and subsistence items; commodity category markings and Federal Supply Classification (FSC) commodity identification.

JMPTC Correspondence Course No. 8B-F2(COR)—Defense Packing and Containerization—26 credit hours.

JMPTC Correspondence Course No. 8B-F7(COR)—Defense Preparation of Freight for Air Shipment—17 credit hours.

JMPTC Correspondence Course No. 8B-F1(COR)—Defense Preservation and Intermediate Protection—25 credit hours.

JOINT MILITARY PACKAGING TRAINING CENTER

CADRE CONDUCTED TRAINING PROGRAMS

Nature and Purpose: The Joint Military Packaging Training Center sponsors an On-The-Job Education Program for those installations and activities that are desirous and capable of conducting courses with in-house personnel. The training permits the development of knowledges and skills in the area of military packaging and packing. The Center provides support by conducting special instructor training courses periodically during the fiscal year for those installations and activities interested in training local personnel to conduct courses. Additional administrative support is provided by the Center to include instructor and student text materials and training aids.

Available Instructor Training Courses:

JMPTC-1 Defense Supply Agency and Army Instructor Training for Preparation of Industrial Plant Equipment for Storage or Shipment (DSA/AR) (1 Week).

JMPTC-3 Defense Instructor Training for Basic Packaging and Packing (1 Week).

JMPTC-5 Defense Supply Agency Instructor Training for Packaging for Quality Assurance Personnel (DSA) (1 Week).

Available Cadre Conducted (OJE) Courses:

JMPTC-2 Defense Supply Agency and Army Preparation of Industrial Plant Equipment for Storage or Shipment (DSA/AR) (1 Week).

JMPTC-4 Defense Basic Packaging and Packing (2 Weeks).

JMPTC-6 Defense Supply Agency Packaging for Quality Assurance Personnel (DSA) (1 Week).

Eligibility Requirements: As determined by the local training officer to meet mission requirements for his activity.

How to Apply: The installation or activity prepares a letter stating the course desired and number of students to be enrolled. Following review by JMPTC and notification to installation, latter completes DD Form 1556 or DD Form 1900, Enrollment and Registration Request, in triplicate for each enrollee. Application letter and DD Form 1556 are to be forwarded to:

Director

Joint Military Packaging Training Center

ATTN: AMXPT

Aberdeen Proving Ground, Maryland 21005

Security Clearance: None required.

Cost: The OJE courses are offered at no cost to the user.

U.S. ARMY MANAGEMENT ENGINEERING TRAINING AGENCY

ROCK ISLAND, ILLINOIS 61201

SPONSOR No. 2241

SCHOOL INFORMATION

AMETA ENROLLMENT AND EXECUTIVE AGENCY SPECIAL INSTRUCTIONS

Nominations of principal nominees will be submitted to Director, USAMETA, ATTN: AMXOM-PM, Rock Island, Illinois 61201 on DD Form 1900 or DD Form 1556, in quadruplicate eight weeks prior to opening date of course. The Director, USAMETA has final approval authority on nominations.

For further information concerning USA-

META course and seminar offerings, inquiries should be addressed to Director, USAMETA, ATTN: AMXOM-PM, Rock Island, Illinois 61201.

DoD EXECUTIVE AGENCY SPECIAL INSTRUCTION PROCEDURE:

1. AMETA manages Work Methods and Standards Training for Project DIMES, and has the Army Executive Agency responsibility to provide training in Statistical Quality Control I, Management of the Quality Function, Principles and Applications of Value Engineering and ALPHA Computer Training Courses. In these roles, USAMETA provides course materials, trains and accredits instructors from the Military Departments and other DoD agencies, and coordinates on-site course schedules. On-site training may be performed either by USAMETA staff members or accredited instructors from the other Services and DoD agencies.

2. High-density (20 or more at a single location) requirements for on-site training in these courses should be identified separately as a part of the annual resident and on-site requirements submission. These requirements are to be received by the Commander, U.S. Army Materiel Command, ATTN: AMCPT-T by 1 December so they may be considered in establishing training schedules for the subsequent fiscal year. In those instances where unforeseen on-site training requirements develop, a minimum lead time of 90 days is necessary to arrange logistic support.

3. When an on-site course is confirmed, the following information will be furnished the Program Management Office, AMXOM-PM, USAMETA.

a. Location of class (mailing address for material).

b. Dates of course.

c. Instructor(s) by name (pertains only to instructors accredited by USAMETA).

d. Number of students.

e. Name, mailing address and telephone number of course training coordinator.

f. Period of any MTM training (Work Methods and Standards only).

g. A Program of Instruction (POI) for the three week portion of the class when MTM is not included (Work Methods and Standards only).

4. All on-site training conducted by USAMETA or accredited Service instructors is subject to the following conditions:

a. Training requirements which are not sufficient to generate a Service-sponsored course a DoD component will be consolidated by USAMETA. Arrangements will then be made to provide the necessary training to meet these requirements.

b. All Instructors' Institutes will be conducted by USAMETA.

Geographical Location and Climate: The U.S. Army Management Engineering Training Agency (USAMETA) is located in Building 90 on the Rock Island Arsenal, a 946-acre island in the Mississippi River, between the cities of Rock Island and Moline in Illinois and Davenport in Iowa. Access to the island is by bridge from these cities (10-minute travel time).

The area has a pleasant climate with an average daily maximum summer temperature of 85 and a daily winter average of 20. There are about 28 days a year when the temperature is 90 or higher, and approximately 25 days a year of below zero weather.

Quarters and Messing Facilities: There are no government furnished quarters or messing facilities available on the installation. There are hotels and motels in the Qunit-City area that are available for student use. Students attending courses of instruction in a Temporary Duty (TDY) status are responsible to arrange for billeting prior to the scheduled starting time and date of the course they are to attend. Students on TDY to this Agency are required to report to their classroom at 0800 hours on the starting date of class.

All enrollees requiring special certification or indorsement of orders should inform their instructor of their needs.

A snack bar is located in Building 90 where light lunches including sandwiches, hot dishes, salads, desserts, and drinks are available from 1130 to 1300 during the week. The main Arsenal cafeteria is located within walking distance from Building 90. The cafeteria opens at 0730 to accommodate breakfast patrons. The facilities of the RIA Officer's Open Mess is available on the Arsenal for the evening meal.

Per Diem: Per diem rates for both military and civilian personnel on temporary duty at USAMETA for course attendance are governed by JTR. Additional Funding Information: A charge of $80.00 per week or fraction thereof is made for each USAMETA student from Government agencies outside the DoD.

Welfare and Recreational Facilities: There is a Health Clinic available on the Arsenal during working hours for emergency out-patient treatment.

The Quint-Cities area offers numerous recreational facilities, most of which are readily accessible by public transportation. These facilities include movie theatres, bowling alleys, golf courses, tennis courts and swimming pools. Information is available at the Chamber of Commerce as to places of interest to visit in the area.

Class and Study Hours: Classes are conducted from 0800 to 1625 with a lunch break from 1140 to 1300. Twenty-minute coffee breaks are scheduled each morning and afternoon. The school operates on Central Standard Time from the last Sunday in October until the last Sunday in April when Central Daylight Time becomes effective.

Library Facilities: The library at USAMETA provides reference material for use by the enrollees while attending courses at the Agency. There are 8000 volumes available covering all phases of scientific management. Enrollees are encouraged to make maximum use of these library facilities during their assignment at USAMETA. In addition, current newspapers and magazines are available.

Registering and Release Times and Procedures: All military personnel are required to sign-in and sign-out on DA Form 647 (Personnel Register).

Graduation exercises are held on Fridays and graduating classes released for departure by 1200 to enable enrollees to arrive at the Moline Airport by 1230 for early afternoon departures. Enrollees are not permitted early departure. Return reservations must be made accordingly.

Availability of Public Transportation: United and Ozark Air Lines service the Quint-Cities with several flights daily. Rail transportation is available on the Rock Island lines.

Some hotels and motels provide bus transportation to and from USAMETA. There is also commercial city bus and taxicab transportation. These details are described in the Student Guide that is sent to nominees prior to their arrival at USAMETA.

Uniforms—Civilian Attire: Military personnel are required to wear uniforms during school hours. Summer uniforms are worn the first Monday in May and winter uniforms the third Monday in October. Civilian students should plan to wear normal business attire to classes.

Foreign officers will wear the uniform that is the nearest equivalent to that prescribed for the corresponding U.S. Services, in accordance with their own national and Service regulations.

Non-resident Instruction (on-site): Regular courses included in the resident curriculum and special programs of instruction are presented at various installations and activities. These on-site courses are scheduled upon the request of the using activity coordinated with U.S. Army Materiel Command, 5001 Eisenhower Avenue, Alexandria, Va. 22304. On-site training is provided to implement special priority projects and programs where resident training will not provide timely operational capability. Additional information regarding all nonresident programs may be obtained by writing:

Director
U.S. Army Management Engineering Training Agency
ATTN: AMXOM-PM
Rock Island, Illinois 61201

U.S. ARMY MANAGEMENT ENGINEERING TRAINING AGENCY

EXTENSION COURSE PROGRAM

The U.S. Army Management Engineering Training Agency offers 6 correspondence courses in conjunction with the University of Nebraska and 1 course in conjunction with the University of Iowa. These correspondence courses are designed for military and civilian personnel of the United States Government. Each course provides three semester hours of graduate or undergraduate credit recognized by the university offering the courses. An official record of training is provided for the student's master personnel record and certificates are provided by the U.S. Army Management Engineering Training Agency and either the University of Nebraska or the University of Iowa.

Students may enroll at any time and are allowed twelve months for course completion. Time extensions are permitted in cases of necessity. Enrollments may be on an individual basis or on a Government-sponsored career development basis. Tuition for the University of Nebraska courses is $60 plus the cost of text books; tuition for University of Iowa is $50.00 plus cost of textbooks. Enrollment for these courses may also be on an individual or government-sponsored career development basis.

The Management Development Program offered by the University of Nebraska consists of six courses as follows:

PRINCIPLES OF MANAGEMENT (Mgm 35x)

Organization and systems theory, planning in a dynamic environment, communication and control, computerized informational systems, leadership and motivation in complex organizations, and managerial development.

ELECTRONIC DATA PROCESSING (Mgm 137x)

General understanding of the stored program computer—how it operates, and its capabilities and limitations, the effect computers have on the work managers do, the nature of systems and their impact upon the organization structure, the development of computer programs in the COBOL language.

ADMINISTRATIVE POLICY (Mgm 235x)

The analysis and solution of cases concerned with organizational structure, planning, communicating, controlling, motivation, and leadership. Cases provide excellent background for administrative problems with which the manager must cope.

HUMAN BEHAVIOR IN ORGANIZATION (Mgm 295x)

Behavioral science orientation, understanding of human behavior through the psychological analyses of learning, perception, motivation, and personality, research studies of organizational behavior, and leadership applications.

PROBLEMS IN PERSONNEL ADMINISTRATION (Mgm 291x)

Review and analysis of current policies and problems in personnel administration focusing on selected topic areas. Subjects may include selection, compensation and training, and union-management relations, management development, and personnel policies and organization.

PRODUCTION PLANNING AND CONTROL (Mgm 231x)

An analytical approach to the design, planning, and control of production with emphasis on the solution of production problems, including all phases of materiel management.

Application for these courses may be sent directly to:

Extension Division—USAMETA-M
The University of Nebraska
511 Nebraska Hall
Lincoln, Nebraska 68508

The AMETA correspondence program in conjunction with the University of Iowa consists of the following course:

INTRODUCTION TO STATISTICAL METHODS (7P:143)

Analysis and interpretation of research data Subjects include: graphic presentations; descriptive statistics (frequency distributions; central tendency, and variability); introduction to statistical inference (normal curve sampling theory; simple t-test); introduction to correlation and linear regression. Completion of 7P:143 satisfies resident requirement for the AMETA Management Statistics Course (JT) 7E-F15).

Application for this course may be sent directly to:

Bureau of Correspondence Study
Division of Extension-USAMETA
University of Iowa
Iowa City, Iowa 52240

Further information, brochures and application forms for the USAMETA correspondence courses may be obtained by writing:

Director
U.S. Army Management Engineering Training Agency
ATTN: AMXOM-PM
Rock Island, Illinois 61201

ACADEMIC CREDIT FOR USAMETA COURSES

The following courses currently or formerly conducted by USAMETA have been recommended by the American Council on Education for semester hour credit as indicated at civilian education institutions. (The 1968 Guide on the Evaluation of Educational Experiences in the Armed Services):

Course	Length	Recommended Credit
Computer Programming	3	2
Design & Analysis of Experiments	3	2
Mathematical Programming	3	2
Methods-Time Measurement	3	2
Probabilistic Methods in Operations Research	3	2
Work Methods & Standards	8	4
Work Planning & Control Systems	3	2

Miscellaneous Information: Parking facilities are available in the parking lot opposite Building 90. Temporary automobile decals are issued by the Support Services Office (Mail & Records) at USAMETA. The decals should be picked up the first day of class and returned on the final day of class.

Mail is received two times daily except Saturdays, Sundays, and holidays. Mail for enrollees will be delivered to them by the instructor. Out-going mail may be placed in the "enrollees mail-box". The address for enrollees while attending courses at the Agency will be:

Name
Title of Course
U.S. Army Management Engineering Training Agency
Rock Island, Illinois 61201

U.S. ARMY MANAGEMENT ENGINEERING TRAINING AGENCY

FY 75 PROJECTED SCHEDULE OF COURSES

Resident Training Courses

Course/Number/Length	Quarter	No. Classes Per Quarter
Automatic Data Processing Appreciation 7E–F7 (1 week)	1	2
	2	5
	3	6
	4	7

Course/Number/Length	Quarter	No. Classes Per Quarter
Common Business Oriented Language (COBOL) (JT) 7E–F11 (2 weeks)	1	0
	2	1
	3	1
	4	1

Course/Number/Length	Quarter	No. Classes Per Quarter
Computer Installation Management Seminar (JT) 7E–F19 (1 week)	1	0
	2	2
	3	0
	4	2
Computer Programming (JT) 7E–F10 (3 weeks)	1	0
	2	1
	3	1
	4	1
Data Collection & Transmission Appreciation (JT) 7E–F8 (1 week)	1	0
	2	2
	3	1
	4	2
Data Processing Profitability & Application Studies (JT) 7E–F17 (2½ days)	1	0
	2	1
	3	0
	4	0
Designing Quality Programs (JT) 8D–F19 (1 week)	1	1
	2	1
	3	1
	4	0
DIMES Analyst Basic Course (JT) 7A–F19 (5 weeks)	1	1
	2	0
	3	2
	4	1
Economic Analysis for Decision Making (JT) 7A–F10 (2 weeks)	1	2
	2	3
	3	5
	4	3
Elements of Reliability and Maintainability (JT) 5A–F2 (3 weeks)	1	1
	2	0
	3	1
	4	1
Financial Management for Managers (JT) 7D–F7 (1 week)	1	1
	2	2
	3	3
	4	3
Introduction to ADP Systems Analysis and Design (JT) 7E–F18 (2 weeks)	1	1
	2	1
	3	2
	4	3
Management of the Quality Function (JT) 8D–F18 (2 weeks)	1	1
	2	1
	3	1
	4	3
Management Statistics (JT) 7E–F15 (2 weeks)	1	0
	2	2
	3	2
	4	2

Course/Number/Length	Quarter	No. Classes Per Quarter
Managerial Communication for Executives (JT) 7A–F26 (2½ days)	1	0
	2	1
	3	0
	4	1
Managerial Communication Appreciation (JT) 7A–F27 (1 week)	1	0
	2	1
	3	0
	4	3
Managing Research and Development Activities (JT) 5L–F2 (2½ days)	1	0
	2	1
	3	1
	4	2
Mathematical Programming (JT) 5A–F1 (3 weeks)	1	0
	2	1
	3	0
	4	0
Methods-Time Measurement (JT) 7A–F24 (3 weeks)	1	0
	2	0
	3	1
	4	2
Network Based Management Techniques (JT) 7A–F13 (1 week)	1	0
	2	2
	3	2
	4	2
Operations Research Appreciation (JT) 7A–F12 (1 week)	1	1
	2	0
	3	1
	4	2
Organization Concepts for Top Management (JT) 7A–F9 (2½ days)	1	0
	2	1
	3	0
	4	1
Organization Planning (JT) 7A–F8 (2 weeks)	1	0
	2	1
	3	3
	4	2
Principles & Applications of Value Engineering (JT) 8D–F27 (2 weeks)	1	0
	2	1
	3	1
	4	2
Probabilistic Methods in Operations Research (JT) 5A–F3 (3 weeks)	1	0
	2	0
	3	3
	4	0
Procurement Product Assurance (JT) 8D–F34 (2 weeks)	1	0
	2	1
	3	2
	4	1

Course/Number/Length	Quarter	No. Classes Per Quarter
Product Assurance Appreciation (JT) 8D–F21 (1 week)	1	0
	2	1
	3	0
	4	1
Project Planning and Control Techniques (JT) 5L–F1 (2 weeks)	1	1
	2	2
	3	2
	4	3
Quantitative Aids for Decision Making (JT) 7A–F15 (2½ days)	1	0
	2	1
	3	0
	4	1
Real Time Systems (JT) 7A–F16 (2½ days)	1	0
	2	0
	3	1
	4	0
Reliability Program Management Seminar (JT) 7A–F28 (1 week)	1	0
	2	1
	3	0
	4	0
Sampling Procedures for Reliability Testing (JT) 7E–F16 (1 week)	1	0
	2	1
	3	0
	4	0
Seminar for Middle Managers (JT) 7A–F5 (2 weeks)	1	1
	2	2
	3	3
	4	3
Standard Time Data (JT) 7A–F17 (2 weeks)	1	0
	2	1
	3	0
	4	0
Statistical Analysis & Designed Experiments 8D–F33 (JT) (3 Weeks)	1	0
	2	0
	3	0
	4	1
Statistical Inference (JT) 8D–F32 (3 weeks)	1	0
	2	1
	3	1
	4	0
Statistical Quality Control I (JT) 8D–F23 (2 weeks)	1	1
	2	0
	3	2
	4	2
Systems & Procedures Analysis (JT) 7A–F18 (2 weeks)	1	0
	2	2
	3	2
	4	3
Top Management Seminar (JT) 7A–F25 (2 weeks)	1	2
	2	2
	3	2
	4	4
Work Methods & Standards Appreciation (JT) 7A–F20 (1 week)	1	1
	2	4
	3	0
	4	2
Work Planning and Control Appreciation (JT) 7A–F22 (1 week)	1	1
	2	2
	3	1
	4	2
Work Planning & Control Systems (JT) 7A–F21 (3 weeks)	1	1
	2	2
	3	3
	4	2

AMC AMMUNITION SCHOOL

SAVANNAH ARMY DEPOT, SAVANNA, ILLINOIS 61074

SPONSOR No. 1988

Geographical Location and Climate: The AMC Ammunition School is located on the Savanna Army Depot which is approximately 150 miles west of Chicago. The Depot is about 15 minutes travel time from Savanna, Illinois. The area has an average summer temperature of 85° and a daily winter average of 34°. There are about 25 days a year when the temperature is 89° or higher, and approximately 12 days a year of below zero weather.

Quarters and Messing Facilities: Male officer and civilian personnel reporting to the School for training will be required, as a condition of attendance, to occupy government quarters on the post. Students will not be permitted to live

off post with dependents unless prior approval is obtained from the Commanding Officer, Savanna Army Depot. Male U.S. enlisted personnel will be attached to an on-post military unit for rations and to depot BEQ for billets. The use of government quarters for male students is required because the number of commercial accommodations is relatively small and not within an easy commuting distance from the depot. Female students will be permitted to make their own arrangements for living quarters as none are available on post; however, they will be required to provide their own transportation to and from their temporary residence. Dining facilities are located adjacent to BOQ area. Per diem rates for both military and civilian personnel will be governed by the JTR. A service charge of $2.00 per day is made for use of the quarters on the depot. Maid service, towels, blankets and linens are provided.

Welfare and Recreational Facilities: A Dispensary is available on the Depot during working hours for emergency out-patient treatment. Limited seasonal facilities for the sportsman are available including swimming boating, fishing, golfing, bowling, hunting, and skiing. Chaplain activities provide for the religious needs of the Protestant and Catholic faiths. Sightseeing in the Chicago area on week ends is a highly desirable recreational experience.

Class and Study Hours: All sessions at the AMC Ammunition School operate on an eight-hour basis. A half hour lunch period is scheduled. Classes begin at 0745 hrs and end at 1545 hrs. Regularity of class attendance is required of all students. Since students are on official travel orders, it will be necessary for them to fully account for any absence during any session of the course.

Registration and Release Time anl Procedures: Normally, all AMC Ammunition School students should report during daylight hours of the day preceding the start of the course. Information will be available at the School Administration Building No. 9 or the Main Guard Gate relative to signing the official School register, assignment of living quarters, starting time of classes, and location of classrooms.

Availability and Public Transportation: Regular intra-depot bus schedules are maintained between BOQ's and the School area. Scheduled government bus service to and from Savanna, Illinois, is provided in order that students may purchase necessary items and conduct personal business in Savanna, Illinois. Incoming and departing students should use either Moline, Illinois Airport or the Clinton, Iowa Airport.

When advance arrangements are made with the School Secretary, extension 4116, pickups from these airports will be made by government transportation from the depot. Students are encouraged to arrive, if possible, during duty hours. Rental cars are also available at the airports for use to the depot.

Military Address While a Student:

Name _____
c/o AMC Ammunition School, Box No. ____
Savanna Army Depot, Savanna, Illinois 61074

AMC AMMUNITION SCHOOL

Savanna Army Depot, Savanna, Illinois 61074

FY 75 PROJECTED SCHEDULE OF COURSES

Resident Training

Course/Number/Length	Quarter	No. Classes Per Quarter
General Transportation on Regulated Items (MTMTS–1) (JT) (1 week)	1	0
	2	1
	3	0
	4	1

Course/Number/Length	Quarter	No. Classes Per Quarter
Technical Transportation on Regulated Items (MTMTS–2) (JT) (2 weeks)	1	2
	2	3
	3	3
	4	2

U.S. ARMY TRANSPORTATION SCHOOL

FORT EUSTIS, VIRGINIA 23604

SPONSOR No. 1960

SCHOOL INFORMATION

Geographical Location and Climate: The U.S. Army Transportation School is located in Bldg. 705, Fort Eustis, Virginia on Virginia State Route 105, just off US Route 60, in the northern part of the City of Newport News. US Route 60, Interstate Route 64 and Virginia State 143 pass very close to the main gate of Fort Eustis.

Precipitation averages about 40.7 inches per year and is fairly evenly distributed throughout the year. High relative humidity prevails during much of the spring and summer seasons. The seasonal snowfall average is 4.6 inches. Average monthly temperatures range from 85° in July to 34° in January.

Quarters and Messing Facilities: On-Post Bachelor Officer Quarters are provided all male students. Quarters for female students are normally not available. Occupancy of Government quarters is a prerequisite for attendance on post-Post Guest House provides overnight accommodation for not more than three consecutive nights. Many motels are within short-driving distance. Per diem rates for both military and civilian personnel will be governed by the JTR. The service charge for personnel occupying government quarters is $2.00 per day. A Government Field Ration Mess is not available at Fort Eustis. Cafeterias and snack bars, in addition to the Officer's Club, offer sufficient messing facilities. Bonafide members of Officer's Clubs attending courses of less than one month are extended courtesy club cards. Nonclub members are required to pay a fee of $3.00 for less than one month. All personnel desiring club membership for one month or more will pay the regular fee of $7.00 per month for 03 and below, and $8.00 for 04 and above.

Welfare and Recreational Facilities: Welfare and recreational facilities cover a wide variety of activities typical of large military installations. The McDonald Army Hospital at Fort Eustis offers a wide range of clinical and general hospital services. The Tignor Army Dental Clinic, completed in 1965, offiers the latest techniques in dental care. Chaplain activities provide for the religious needs of those of Protestant, Catholic and Hebrew faiths. There are a number of chapels located conveniently throughout the Fort. Other welfare activities available include the American Red Cross,

Army Emergency Relief and Legal Assistance Office. For the sportsman, golf, bowling, swimming, a gymnasium, and limited hunting and fishing are available. Membership in the Officer's Open Mess is available for Civil Service Personnel in pay grades GS-7 and above.

Class and Study Hours: Classes are conducted from 0800 to 1620 Monday through Friday. The normal day includes 6-8 POI hours of instruction.

School Library Facilities: The Main Post Library is located in Bldg. 1313, just two short blocks from Bldg. 705, where the Transportation School is located. In addition to the Main Post Library, there is a large modern library located on the first floor of the main corridor of Bldg. 705. This library, in addition to maintaining thousands of volumes, keeps current with complete sets of Army Regulations, Pamphlets, Circulars, TM's, FM's and numerous other references too voluminous to list. This school library also maintains daily editions of all large city newspapers.

Registering and Release Times and Procedures: Students are required to report on the day preceding a class starting date. Most required post processing is accomplished by USATSCH personnel prior to the students' arrival. Classes start at 0800 hours of the class starting date. Students are usually released prior to 1200 hours of the class closing date (exception are short courses).

Availability of Public Transportation: Fort Eustis is served by the Greyhound Bus Lines, with service to all points, from a bus station located within 200 yards of the main gate. In addition, Patrick Henry Airport, located approximately 4 miles south of Fort Eustis on Route 168, is the major air terminal for many large airlines, where flights can be booked to all points. Commercial taxi service is available on Post. City bus service is available for downtown visits.

U.S. ARMY TRANSPORTATION SCHOOL

Fort Eustis, Virginia 23604

FY 75 PROJECTED SCHEDULE OF CLASSES

Resident Training

Course/Number/Length	Quarter	No. Classes Per Quarter
822–F10 Air Transportability (2 weeks)	1	1
	2	1
	3	2
	4	1
8C–F2 Air Transportability Planning (2 wks, 2 days)	1	1
	2	1
	3	0
	4	1
8C–0804 Cargo Officer (9 weeks, 2 days)	1	0
	2	1
	3	1
	4	0
8C–F4 Installation Traffic Management (4 weeks)	1	1
	2	0
	3	1
	4	0
8C–F3 Defense Advanced Traffic Management (3 weeks)	1	1
	2	0
	3	0
	4	1

U.S. ARMY INSTITUTE OF ADMINISTRATION

Ft. Benjamin Harrison, Indiana 46216

SPONSOR No. 0599

Billeting of civilian students will be governed by paragraph C1057-2 of Vol. 2. JTR. There are a limited number of adequate facilities available for male and female civilian students.

Only a limited number of adequate on-post facilities are available for unaccompanied or bachelor officers.

Officers attending Finance Officer Career course may live off-post in private quarters, provided that Government quarters are not available. Limited on-post housing normally is available.

All officers and civilians will be assigned or attached to Company A, Headquarters Command, Fort Benjamin Harrison, IN 46216.

Male enlisted personnel will be assigned or attached to Company C or Company F, Headquarters Command, Fort Benjamin Harrison, IN 46216.

Female enlisted personnel will be assigned or attached to WAC Headquarters Command, Fort Benjamin Harrison, IN 46216.

SUBSECTION 3C

DEPARTMENT OF THE NAVY

The Director of Civilian Manpower Management has been delegated by the Secretary of the Navy to implement the DMET Program and to issue supplemental directives to provide information pertaining to:

a. A survey of requirements for courses of instruction offered by the several schools, as outlined in the DoD DMET catalog.

b. The reporting of Navy and Marine Corps DMET requirements to DoD after clearance with cognizant commands.

c. The allocation of quotas to activities and apportionment of military and civilian spaces except in those areas wherein the Commandant of the Marine Corps has direct authority and responsibilities.

d. The adjustment of quotas and billets between activities, due to cancellations and substitutions, in order to assure that the overall Department of the Navy requirements are met and that short-fall in attendance is reduced to a minimum.

(Note: For additional information concerning courses sponsored by DODCI, Defense Management Systems Course and Navy sponsored DMET courses, contact Chief of Naval Training (N-1311) NAS Pensacola, FL 32508.

SUBSECTION 3Cb

NAVY MANAGEMENT SYSTEMS CENTER

MONTEREY, CALIFORNIA 93940

SPONSOR No. 2098

Geographical Location and Climate: The Navy Management Systems Center, Naval Postgraduate School is located one mile east of downtown Monterey, California. Monterey is located in a region of mild winters and moderately warm dry summers. The area has a normal temperature of 50° F. in January and 77° F. in July.

Quarters and Messing Facilities: Bachelor officer quarters (BOQ), Government messes (open and closed), and snack bar facilities are located in the same building as the Center. These facilities are available to all participants.

Welfare and Recreational Facilities: A full range of athletic and recreational facilities is available, including a movie theater, swimming pool, tennis court, golf course, bowling alley and handball court. Medical facilities are available for active duty and retired military personnel. The Fort Ord Army Hospital provides in-patient and consultation services for both military and dependent personnel. Chaplain activities provide for the religious needs of Protestant, Catholic and Hebrew faiths.

Navy Exchange Facilities: The Navy Exchange Store and Clothing Store, as well as a Package (liquor) Store, are available to military participants. Limited exchange facilities, barber shop, dry cleaning, and laundry facilities are available on campus to all participants.

Class and Study Hours: Classes normally are 45 minute periods, Monday through Friday with the first period commencing at 0820 and the last period ending at 1615. For the convenience of students, study rooms are available on school nights, weekends and holidays.

Library Facilities: The School has an excellent Library system which serves the research and instructional needs of the community comprising students, faculty and staff of all departments of the School. It embraces an active collection of 112,000 books, 222,000 technical documents, over 2,200 periodical works currently received, and 140,000 abstract cards and microcards.

Uniform Dress Requirements: The normal dress for participants (military and civilian) is civilian clothes (coat and tie). Medium weight clothing is recommended.

Reporting and Registration Procedures: Upon arrival at the School, participants are required to report to the Quarterdeck, Herrmann Hall, for initial processing and receipt of BOQ room assignments. Participants are expected to check in no later than 1700 on the day preceding classes. Registration will be accomplished during the first half hour of the first period.

Availability of Public Transportation: Readily accessible by plane and automobile, the Monterey Peninsula is situated 120 miles south of San Francisco and 320 miles north of Los Angeles. There is a local bus service between Monterey, Carmel and the Postgraduate School Campus. The Monterey Peninsula Airport is served by United Airlines, Hughes Air and West Airlines, with several flights daily from San Francisco and Los Angeles. Numerous connecting flights are available on Sundays from Washington, D.C. Commercial transportation (airport limousine or taxi) is available to the Postgraduate School. No government transportation is provided for incoming participants. If you are driving a car, it must be registered with the Security Office, Herrmann Hall. A car sticker will be issued and a parking space designated.

Security Clearance Information: Access to SECRET information is required for some of the course material. Authorization should be indicated on participants' orders or verified by

letter or message (NMSC, MONTEREY, ATTN: CODE 39) in advance of their arrival.

Nomination Procedures: The Chief of Naval Training is the executive agent for this program. Blocks of quotas are distributed to other Services and to the Office of the Assistant Secretary of Defense (Administration) for redistribution through normal service and agency training channels. Contacts for quota and other information are:

Air Force:	Air Training Command (ATTMC–P) Randolph AFB, TX 78148
Army:	Commanding General Army Materiel Command ATTN: AMC–PT–T
Marine Corps:	Headquarters, U.S. Marine Alexandria, VA 22304 Corps (A04C) Navy Department Washington, D.C. 20350
Navy:	Chief of Naval Training N131 Naval Air Station Pensacola, FL 32508
OSD/DOD and other agencies	Office of the Assistant Secretary of Defense (Administration) Director, Personnel Division The Pentagon Washington, D.C. 20301

FY PROJECTED SCHEDULE OF CLASSES

Course/Number/Length	Quarter	No. Classes Per Quarter
Defense Management Systems (4 weeks)	1	2
	2	2
	3	2
	4	2
Defense Management Systems (Flag/General GS–16 and above only)	2	1
	4	1

NAVY SPONSORED PROCUREMENT TRAINING

SPONSOR: Headquarters Naval Material Command, Washington, D.C. 20360

SPONSOR No. 2180

LOCATION: Arlington, Virginia and On-Site at DOD activities

Geographical Location(s): Navy sponsored procurement training courses are scheduled in Arlington, Virginia and on-site at various DoD activities. Minimum class size is 20 students. The specific class location will be stated in the student's acceptance notification. Host activities for on-site classes will provide location, class hours, security clearance requirements, etc., in the student's reporting instructions. No security clearance information is required for Arlington, Virginia classes.

Annual Space Requirements: By 1 December each year, user components are to submit directly to the Chief of Naval Material (MAT 0213), Washington, D.C. 20360, the original of the on-site requirements form (DD Form 1631-1) for each activity (and for each satellite activity at a different location) with procurement training requirements. To facilitate scheduling of individual classes, reporting activities are requested to complete the blocks under "Maximum number who can attend a class *at one time*" under the following possible circumstances: (i) where some other activity within the immediate, commuting area is host; (ii) where a more remote activity in the general geographic area is host (typically, involving travel and per diem); (iii) where the requiring activity is host. This information is essential; experience has shown that attendance from an individual activity is greater if near the host activity. Locations and dates of classes will be scheduled upon receipt of firm require-

ments for FY 1975. At that time, DoD activities within commuting distance of at least 20-30 students will be invited to host classes.

Nomination Procedures: The Chief of Naval Material serves as the school authority. Nominations will be submitted through normal service or agency channels to the Chief of Naval Material (MAT 0213), Washington, D.C. 20360, *in time to arrive not less than 45 days prior to the convening of the scheduled class.* Requesting officials are urged to ensure the correct class number is shown on the nomination form. Occasionally, there are simultaneous classes scheduled at widely differing locations of the same training course; student spaces are allocated to activities by specific class number to minimize travel costs.

Government Quarters and Messing Facilities: There are no government furnished quarters or messing facilities available in Arlington, Virginia; if either is available on-site, host activities will provide this information. *Students are urged to utilize government furnished facilities* whenever possible.

Class Hours: Class hours for Arlington, Virginia classes are stated in the student's acceptance notification. Host activities furnish class hours information for on-site classes in the student's reporting instructions; generally, on-site classes start one-half hour after the start of the working day and conclude one-quarter hour before the end of the working day of the host activity. Full-time attendance is required.

Instructional Material: Students are provided with all necessary instructional materials including textbooks, case studies, and reference material.

Registration: Registration will be accomplished during the first half hour of the first class day.
Information:. Requests for additional information should be addressed to the Chief of Naval Material (MAT 0213), Washington, D.C. 20360.

NAVY LOGISTICS MANAGEMENT SCHOOL

Bldg. 150 (NAVSTA) Anacostia

Washington, D.C. 20374

SPONSOR No. 2180

Geographical Location and Climate: The Navy Logistics Management School is located at the Naval Station (Anacostia), Washington, D.C. The seasonal temperatures are moderate, ranging from an average of 76 in the summer, to an average of 37 in the winter.

Quarters and Messing Facilities: Limited BOQ reservations are available at Bolling and Andrews Air Force Base. There are no messing facilities available.

Class Hours: 0815 to 1615 daily.

Registration: Registration will be accomplished during the first 15 minutes of the first class.

Information: Requests for additional information should be addressed to the Navy Logistics Management School, Washington, D.C. 20374.

FY 75 PROJECTED SCHEDULE OF COURSES

Course/Number/Length	Quarter	No. Classes Per Quarter
Navy Department Planning and Management Systems Course (NV) (5 days)	1	8
	2	8
	3	8
	4	8
Aviation Managers 3–M Course (NV) 2 days	1	3
	2	3
	3	3
	4	3
Ships Managers 3–M Course (NV) 2 days	1	4
	2	4
	3	4
	4	4

NAVAL SCHOOL, TRANSPORTATION MANAGEMENT

Naval Supply Center, Oakland, California 94625

SPONSOR No. 2487

Geographical Location and Climate: The Naval School, Transportation Management is located at the Naval Supply Center, Oakland, California. The entire San Francisco Bay Area is noted for its ideal climate of mild winters and moderate summers.

Quarters: Government quarters are available at Treasure Island, San Francisco, California, for officers, civilian GS-7s and above and enlisted personnel.

For those personnel not using government quarters, local motel/hotel accommodations are available in both Oakland and San Francisco.

There is no berthing (BOQ or barracks) at The Navy Supply Center, Oakland, California. The Navy Exchange Lodge occasionally has rooms available for students but personnel on PCS orders have priority.

Messing: There are closed messes at the BOQs, Treasure Island and Alameda which serve at the usual mealtimes. Residents who wish to use these facilities may buy meals on an individual basis. The BOQ at Treasure Island also has a short order service in its lounge which is open until 2200 daily.

The NSC Oakland Officers' Club, immediately adjacent to the school, serves meals during the noon hour only and has a regularly scheduled Friday afternoon "happy hour," as well as other social events. Civilian students at the school are welcome.

The NSC Oakland cafeteria serves breakfast and lunch.

There are Commissioned Officers' Messes (Open) at both Treasure Island and at NAS, Alameda, at the two Naval Shipyards in the Bay Area (Hunters Point and Mare Island), and at the Oakland Army Base immediately adjacent to the Naval Supply Center.

Class and Study Hours: Classes are from 0800 to 1550 daily.

Library Facilities: The school has a splendid business and logistics library including military manuals, college texts, professional journals and trade publications.

Quotas: Original and one copy of quota request

should be submitted directly to the school, including the following information:

1. Name, rank/rate/GS rating, branch of service, billet/position title and organizational unit.
2. Appropriate mailing address so that reporting information may be provided to the individual.

Reporting: Students must report with their original orders plus five copies to the Transportation Management School, Building 520, Naval Supply Center at 0800 on the first day of classes. Naval Reserve officers on two weeks active duty for training must bring their complete packet of orders, blue and white worksheet and their health records.

Availability of Public Transportation: Government transportation is provided between Treasure Island and the school.

NAVAL SCHOOL, TRANSPORTATION MANAGEMENT

NAVAL SUPPLY CENTER, OAKLAND, CALIFORNIA 94625

FY 75 PROJECTED SCHOOLS OF CLASSES

Resident Training

Course/Number/Length	Quarter	No. Classes
Transportation Management/A–8C–0017 (23 weeks)	1	1
	3	1
Transportation Management-Introduction/A–8C–0010) (2 weeks)	1	2
	3	1
	4	1
Transportation Management-Intermediate/A–8C–0014 (2 weeks)	2	1
	3	1
	4	1
Transportation Management-Advanced/A–8C–0012 (2 weeks)	2	2
	4	1
Marine Terminal Management & Ocean Transportation (A–8C–0011) (2 weeks)	1	1
	3	1
Shiploading & Stowage/A–8C–0013 (2 weeks)	1	1
	3	2
Warehouse Operations Management/A–8C–0015 (2 weeks)	1	1
	4	1
Personal Property Traffic Management/A–8C–0022 (2 weeks)	2	1
	3	2
Transportation & Storage of Hazardous Materials/A–8C–0023 (2 weeks)	1	1
	4	1
Air Traffic Management/A–8C–0024 (2 weeks)	1	2
	4	1

SUBSECTION 3D

OTHER SPONSORS OF DMETP COURSES

SUBSECTION 3Db

Department of Defense Computer Institute (DODCI)

Washington Navy Yard

Washington, D.C. 20374

SPONSOR No. 2114

Geographical Location and Climate: The Department of Defense Computer Institute is located at the Washington Navy Yard, Building 175, Washington, D.C. Public transportation is available to the training site. Seasonal temperatures are moderate ranging from an average of 76 in the summer and an average of 37 in winter.

Quarters and Messing Facilities: Limited BOQ reservations are available at Bolling Air Force Base. Government messes (open and closed), snack bars and cafeteria are available in the general area.

Class Hours: 0800 to about 1600 daily. Generally, classes will adjourn at 1200 on the last day.

Registration: Commencing at 0730 first day of class.

On-Site/Special Courses: Special ADP courses are conducted by the Department of Defense Computer Institute (DODCI) upon written request. Special courses are designed as far as possible to meet the needs of the requesting organization and will be held at DODCI or scheduled on-site. However, if the requesting organization is located in the Washington, D.C. area the course will be conducted at DODCI where adequate classrooms, support equipment and a computer-based time shared system is readily available.

For special courses the following general guidance is provided to requesting organizations:

Subject matter—ADP fundamentals, management, command and control and ADP System Analysis and Design.

Attendees should consist of a minimum of 25 and not exceed 45 students. Since DODCI courses are structured at the mid-management level, participation by military officers O-2 and above and civil service personnel, GS-9 and above is recommended. To maxinize course effectiveness, full-time attendance by students is a prerequisite.

Seven or eight hours of instruction per day will be provided for a course length of 3 to 10 days. Based on DODCI experience, a minimum length of 3 days per course is recomnended for an effective effort.

For courses conducted outside the Washington, D.C. area, the requesting conmand will normally be responsible for funling TDY travel costs for DODCI instructors assigned. All instructional material, student notebooks and publications will be provided by DODCI. No charge is assessed for special courses conducted at the Institute.

To arrange for a special course a request from the Commanding Officer or the Executive Officer of the requesting agency should be addressed to the Director, DODCI. The letter should cite the objectives to be derived from the special course, proposed date, and the name of a liaison officer within the organization who can be contacted by DODCI for any additional information that may be required.

DEPARTMENT OF DEFENSE INDUSTRIAL SECURITY TRAINING COURSES

DEFENSE INDUSTRIAL SECURITY INSTITUTE (DISI)

SPONSOR No. 1952

c/o Defense General Supply Center, Richmond, Virginia 23297

1. Quotas to attend Industrial Security courses: Requests from the Department of Defense (the three military departments, Defense Agencies) and other Federal agencies are to be directed to Commandant, Defense Industrial Security Institute, c/o Defense General Supply Center, Richmond, Virginia 23297. Quotas requested by DSA Activities are to be directed to Headquarters, Defense Supply Agency, ATTN: DSAH-KT.

2. Nominations for attendance will be submitted to the Commandant, Defense Industrial Security Institute, c/o DGSC, Richmond, Virginia 23297, on DD Form 1900, in duplicate, 15 days prior to the course starting date. Commands submitting nominations which require a waiver of course prerequisites are required to furnish an official statement of justification with DD 1900. A qualified alternate nominee may be substituted for the principal nominee not later than 10 working days prior to the class starting date. The Commandant, DISI, has final approval authority on all nominations. Nominees will be notified of their acceptance or nonacceptance for course attendance.

Training courses are developed, prepared, maintained and presented under supervision and direction of the Chief, Office of Industrial Security, Hqs, DSA. Courses are designed for indoctrination of contractor and User Agency employees and for enhancement of professional competency of those personnel. The training courses are presented at the DISI with periodic field extensions scheduled in selected areas and hosted by the Commander of the Defense Contract Administration Services Region (DCASR), in the area selected.

3. Verification of clearance status of each nominated student is required:

a. *Government Personnel*: Clearances of students attending the various government courses are to be certified by the Headquarters nominating the individual for attendance and will be reflected in the orders issued to that individual. A copy of such orders will be forwarded to the Commandant, DISI, DGSC, Richmond, Virginia 23297, no later than two weeks prior to the opening date of the class.

b. *Contractor Personnel*: The level of clearance for industrial personnel attending a course will be certified by the management of the facility nominating the individual and will be reflected in a letter to the appropriate cognizant security office. The cognizant security officer concerned shall furnish the Commandant, DISI, with a listing of all nominees from the DCASR concerned by name, company name and address and level of clearance verified no later than two weeks prior to the opening date of classes.

4. Field extensions of the Industrial Security Management Courses normally are hosted by the Commander, DCASR for the area in which the field training is to be conducted. The Commandant, DISI, will furnish complete details of needed logistical support to the DCASR Commander at least 3 months prior to the date of the field extension course. The host Commander is responsible for the selection of and set-up of adequate classroom facilities to accommodate the number of students projected for attendance. Telephone advice and guidance from the Commandant, DISI, will be furnished as required. Acceptance at the field extension courses will be controlled by the Host Commander. Nominations from industrial facilities outside of the Host Commander's jurisdiction may be accepted at the discretion of the Host Commander. Optimum attendance at a field extension course is encouraged and the maximum attendance level is set at 100. Extension courses involving more than 50 students will require

two adjacent classroom facilities. Field extension courses are normally scheduled from 0900-1700 Monday through Thursday and from 0900 to 1500 on Friday.

5. **Geographic Location and Climate:** The Defense Industrial Security Instituted is located at the Defense General Supply Center which is eight miles south of downtown Richmond, Virginia and 14 miles north of Petersburg on U.S. Highways 1 and 301. It is also easily accessible from the Richmond-Petersburg Turnpike (Interstate 95) utilizing exits 6 or 7. Richmond is on a main, direct artery to Washingon, D.C., and points north, namely Interstate 95. Air traffic is accommodated by the Byrd Airport, approximately 4 miles to the East of Richmond. Airport limousine service is available to and from the Defense General Supply Center at a rate of $4.95 per person. AMTRACK main line railroad service and the Richmond, Fredericksburg and Poto[illegible] Railroad provide rail service to the North and South. Local transportation between th[illegible] Defense General Supply Center and Rich[illegible]ond is scheduled by the Winn Bus Company operating out of the Trailways Bus Terminal. Taxi fares to downtown Richmond approximate $4.50 to $5.00. Richmond has an average summer temperature of 75.5 degrees and a winter average of 41.1 degrees with an annual precipitation of 43.46 inches. Richmond's modified continental climate is due to its location midway between the Blue Ridge Mountains and the Atlantic Ocean. Summers are warm and pleasant and winters generally mild.

6. **Government Quarters and Messing Facilities:** Government quarters and messing facilities are not available at the DGSC. A certificate of nonavailability will be issued to all personnel. Motel reservations in the immediate vicinity of the DGSC may be arranged through the Secretary, DISI, by calling Autovon 695-3750 or Commercial Area Code 804-275-3750. Requestors are encouraged to indicate their mode of transportation while attending Industrial Security courses at DISI. Parking is available on a temporary basis for privately owned and rented vehicles. The DGSC requires temporary vehicle registration, therefore, information about student's insurance company and the vehicle license number will be required for such registration during the orientation period on the first Monday.

7. **Registration and Release Times:** Personnel attending the Industrial Security Courses are requested to report to Building 33, Bay E at 0800 on the scheduled starting date of the course. Sign-in with the DGSC is not required. Military personnel are required to wear the prescribed duty uniform, appropriate for the season concerned, on the first and last day of the course. Normally the summer duty uniform is worn from the second Monday in April to the first Monday in November. The winter duty uniform is prescribed from the first Monday in November to the second Monday in April. Civilian attire is permitted on all other days of the course and during off duty hours. Normally graduation exercises are completed by 1500 hours on the final Friday. Travel time to downtown Richmond is approximately 30 minutes and to Byrd Airport approximately 45 minutes.

8. **Class and Study Hours:** Classes are from 0800 to 1630 hours Monday through Friday

9. **Welfare and Recreational Facilities:** The DGSC offers a number of personal services located on the installation. There is a branch of the Bank of Virginia, barber shop, bowling alley, an excellent cafeteria, commissary, dispensary, gas station, tennis court, gymnasium, NCO Club, OOM, Post Exchange, and Post Office. Protestant and Catholic church services are conducted at DGSC on Sundays in the Center Chapel, Building 33, Bay K.

The cities of Richmond and Petersburg afford very much in the way of historical points of interest. Williamsburg, a restored Colonial capital city which is a major national tourist attraction, is located approximately 45 miles to the East. A major Civil War battle site is maintained as a national park in the vicinity of Petersburg, Virginia. The city of Richmond has an excellent library system, museum, theater arts, a major sports coliseum, and is the home of the Richmond Braves baseball team, the

Richmond Robins hockey team, and is a franchised site for the Virginia Squires basketball team.

10. **Availability of Public Transportation:** The DGSC is located on the main route of the local bus transportation between Richmond and Petersburg. Bus transportation to either Richmond or Petersburg is available on an approximate hourly schedule on week days but less frequently on Saturdays and Sundays. Assistance will be given to those personnel who need day to day transportation to and from the Institute. Details concerning this matter will be coordinated during the orientation hour on the first day.

DEFENSE INDUSTRIAL SECURITY INSTITUTE

c/o Defense General Supply Center

Richmond, Virginia 23219

Sponsor No. 1952

FY 75 PROJECTED SCHEDULE OF COURSES

INDUSTRIAL SECURITY ORIENTATION COURSE
- 24–28 September 1973
- 26–30 November 1973
- 28 January-1 February 1974
- 29 April-3 May 1974

INDUSTRIAL SECURITY SPECIALIST COURSE
- 9–27 July 1973
- 7–25 January 1974
- 25 March-12 April 1974

INDUSTRIAL SECURITY CAREER SEMINAR
- 15–19 October 1973
- 11–15 February 1974

INDUSTRIAL SECURITY MANAGEMENT COURSE—Richmond, Virginia
- 1–5 October 1973
- 3–7 December 1973
- 4–8 February 1974
- 6–10 May 1974

INDUSTRIAL SECURITY MANAGEMENT COURSE—Field Extensions
- Cleveland—5–8 November 1973
- Atlanta—12–16 November 1973
- Detroit—4–8 March 1974
- Los Angeles—11–15 March 1974
- St. Louis—3–7 June 1974
- Boston—10–14 June 1974

INDUSTRIAL SECURITY EXECUTIVE SEMINAR
- 20–24 May 1974 (By Invitation Only)

DEFENSE INTELLIGENCE SCHOOL

Naval District Washington (Anacostia Annex)

Washington, D.C. 20390

SPONSOR No. 2086

Geographical Location and Climate: The Defense Intelligence School is located at the Anacostia Annex of the Naval District Washington, D.C. No public transportation is readily available to the training site but a shuttle bus system operates between the Annex and the Naval District Washington and parking is available. No Quarters or Messing Facilities are available at the training site. BOQ reservations are available, but limited, at other military installations in the area. A Navy Exchange Cafeteria serves activities located at The Annex and Officers Messes are available nearby at Bolling Air Force Base and the Naval District Washington. **Class hours:** 0720 to 1550 daily, Monday through Friday.

Registration: Registration is accomplished at 0800 hours on the convening date.

Quotas: Quotas are made available to the Military Services US Commands and other government agencies in an annual revision of DIA Instruction 24-3, "Defense Intelligence School Resident Courses FY 19—."

Reporting: Students should report to the Registrar, Defense Intelligence School, Naval District Washington Anacostia Annex (Rm 116, Bldg T-5), Washington, D.C.

Information: Requests for additional information should be addressed to the Registrar, Defense Intelligence School, Naval District Washington, Anacostia Annex, Washington, D.C. 20390.

DEFENSE SYSTEMS MANAGEMENT SCHOOL

FT. BELVOIR, VA. 22060

SCHOOL INFORMATION

SPONSOR No. 2715

Geographical Location and Climate: The Defense Systems Management School (DSMS) is located in Building 202 at Fort Belvoir, Virginia, approximately 16 miles south of Washington, D.C. The average seasonal temperatures are as follows: Spring—55 degrees, Summer—77 degrees, Fall—56 degrees, Winter—37 degrees.

Quarters and Messing Facilities: On-Post family housing, standard BOQ, and government Mess facilities are not available at Fort Belvoir for DSMS students. A few sub-standard BOQ facilities may be available for DSMS students on a first-come, first-served basis. Motels and apartments are available in the immediate areas adjoining Fort Belvoir. A limited vending machine snack bar is located in the DSMS school building; an Officers' Open Mess and PX Cafeterias are available at Fort Belvoir.

Welfare and Recreational Facilities: The following welfare and recreational facilities are available at Fort Belvoir: golf course, tennis, swimming, softball, volley ball, baseball, gymnasiums, bowling alleys, craft shops, Rod and Gun Club, Dad's Club, theaters, chapels, PX, laundry, dry cleaning, Open Mess, commissary, barber shops, dental and hospital facilities, post nursery, libraries, garage repair, thrift shop, and marina.

Library Facilities: The library at DSMS contains a wide selection of books, periodicals, and reference materials on management and related subjects. Fort Belvoir Post Library is available for DSMS students; inter-library loan agreements exist with most libraries in the Washington-Metropolitan area.

Registration, Release Time and Procedures: All military and civilian personnel are required to complete the sign-in registers between 0800 and 0900 on the first day of class.

Graduation exercises are held on Fridays; graduating classes are released for departure at about 1400.

Availability of Public Transportation: The AB&W busline operates between Washington, D.C., Alexandria, Virginia and Fort Belvoir. The Fort Belvoir AB&W Terminal is located within one block of the school. There are four airports in the Washington area. Military flights arrive at Andrews Air Force Base and Davison Army Airfield—the latter located at Fort Belvoir. Commercial airlines serve the two civil airports: Washington National Airport (approximately 30 minutes drive) and Dulles International Airport (aaproximately 45 minutes drive). Fort Belvoir can be reached from north and south by two main highways—Inter-

state 95, and U.S. Route 1. Government car transportation is not furnished students attending DSMS.

Miscellaneous Information: Students will be furnished an information packet prior to arrival at DSMS. Temporary post vehicle stickers will be provided at registration. Ample parking is available at the rear of the DSMS building.

The address for students attending courses at DSMS is:

Name
Title of Course
Defense Systems Management School
Building 202
Fort Belvoir, Virginia 22060

To reach DSMS call:

Autovon 35-45536
Commercial (703) 664-5536
Interdepartmental Dial System (IDS) 192-45536

DEFENSE SYSTEMS MANAGEMENT SCHOOL

FT. BELVOIR, VA. 22060

CY 74 PROJECTED SCHEDULE OF RESIDENT CLASSES

Course/Number/Length	Quarter	No. Classes Per Quarter
Program Management Course (20 weeks)	1	1
	2	0
	3	1
	4	0
Executive Refresher Course in Program Management (3 weeks)	1	1
	2	1
	3	1
	4	1
Cost/Schedule Control System Criteria (C/SCSC) For Functional Managers	1	1
	2	2
	3	2
	4	2
Cost/Schedule Control System Criteria (C/SCSC) For Program Managers	1	1
	2	2
	3	2
	4	2

Nonresident Instruction Courses Sponsored By

INDUSTRIAL COLLEGE ARMED FORCES

ICAF ---------- Management in the Department of Defense

ICAF ---------- National Security Management

STUDY PROGRAMS

National Security Management

National Security Management is the basic course of instruction at the graduate level. It contains study material covering the fundamental aspects of the areas of knowledge which are essential to effective management of national security. "National Security Management" presents the subject matter of the Industrial College resident curriculum adapted to the correspondence method of study. The subject matter is selected and organized to provide a basic understanding of a wide area and to avoid the extremes of minor details and useless generalities. It is not designed to train specialists in any particular field, but rather to impart knowledge and understanding of the economic

and industrial aspects of national security and of the management of resources under all conditions and in the context of both national and world affairs, with special emphasis given to the interrelated military, logistical, administrative, scientific, technological, political, and social factors affecting national security.

The course material is presented in small bound volumes, organized into five integrated units of study:

Unit I, *Foundations.* This unit presents a look at the role of the United States, in concert with other nations in the world community; and, in addition, it provides an orientation in the elements of basic economics and of economic analysis, and in the concepts and practices of modern management.

Unit II, *The Resource Base for National Security.* This unit appraises our available resources for achieving security. These economic capabilities and significant potentials include human, natural, and energy resources; science and technology; transportation; and three important utilities (electric power, natural gas, and telecommunications).

Unit III, *Plans and Programs for National Readiness.* This unit presents information relating to certain basic national policies which provide the framework within which the national security is managed. Subjects include U.S. foreign economic policy; U.S. collective defense and foreign assistance programs; the methods and current planning for the management of the economy in nonnuclear emergencies; the nature and scope of the problems anticipated in the event of a nuclear attack on the homefront and the preparedness measures that are being taken to deal with these problems; the challenges posed by the emerging nations and the U.S. response to these challenges through military and technical assistance and related civic action, community development, and public safety programs.

Unit IV, *Defense Plans, Policies, and Decision-making.* This unit introduces the student to the concepts, principles, and policies which underlie and give direction to the managerial effort in the Department of Defense. Areas receiving primary attention include: planning, programing, budgeting, and systems analysis.

Unit V, *The Management of Defense Programs.* This unit deals with management in specific functional areas within the Department of Defense: research and development, procurement, production, and supply management.

Monograph Series. This series introduces the student to additional functional areas of national security management and to new and particularly significant developments in this field.

Management in the Department of Defense

Management in the Department of Defense is an extraction from the "National Security Management" study program of material with a specific Department of Defense orientation. The course is intended to satisfy the need of a specialized curriculum focusing on managerial procedures within the Department of Defense. The material is presented in two integrated units of study:

Unit I, *The Environment of Defense Management.* This unit contains two elements, the first, "Orientation: The Underlying Disciplines," presents the broad managerial and economic concepts which form the interdisciplinary approach to management in the Department of Defense. The second element, "Defense Plans, Policies, and Decision-making," introduces the student to the concepts, principles, and policies which underlie and give direction to the managerial effort in the Department of Defense. Areas receiving primary attention include: planning, programing, budgeting, and systems analysis.

Unit II, *The Management of Defense Programs.* This unit deals with management in specific and related functional areas within the Defense Department's missions: research and development, procurement, production and supply management.

Monograph Series. This series introduces the student to additional functional areas of defense mnaagement and to new and particularly significant developments in this field.

Selective Study Program

The *Selective Study Program* is available to a limited group of students who have a need for information within a specialized area. It consists of individual textbooks or monographs selected from the basic course. "National Security Management," by eligible enrollees. Textbooks desired through this program should be requested by letter. The following textbooks are available, or are expected to be available by 1 January 1969.

Textbooks:

The Environment of National Security

The National Security Structure

Elements of Defense Economics

Management: Concepts and Practice

Human Resources for National Strength

Natural and Energy Resources

Transportation: The Nation's Lifelines

Utilities: Electric Power, Natural Gas, and Telecommunications

Science and Technology: Vital National Assets

The Industrial Sector

Economic Policies for National Strength

United States Foreign Economic Policy

Emergency Economic Stabilization

Civil Defense: Planning for Survival and Recovery

Collective Defense and Foreign Assistance

Defense Organization and Management

A Modern Design for Defense Decision: A McNamara-Hitch-Enthoven Anthology

Case Studies in Military Systems Analysis

A Commentary on Defense Management

Requirements: Matching Needs with Resources

Defense Research and Development

Procurement

Production for Defense

Supply Management

Monographs:

Defense Transportation: The Military Traffic Management and Terminal Service

Maintenance Management in the Department of Defense

Management of Defense Intelligence

Defense Manpower: The Management of Military Conscription

Defense Manpower: Managing the Reserve Components

Defense Weapon System Management

Defense Planning and Budgeting: The Issue of Centralized Control

Eligibility: *All Study Programs.* A college education through the baccalaureate level or its equivalent in professional experience.

National Security Management:

—Military officers of all components of the Department of Defense and the Coast Guard serving on active duty.

—Military officers of all components of the Department of Defense and the Coast Guard serving on inactive duty in the grade of major or lieutenant commander and above. Officers of junior grades who are affiliated with an organized reserve program or reserve officers' school may be enrolled.

—Federal, State, or local government employees rated GS-11 (or equivalent) and above. Trainees in civil service intern programs with lower ratings may be enrolled if recommended by the program supervisor.

—Civilian executive and members of the several professions.

Management in the Department of Defense:

—Military officers of all components of the Department of Defense and Coast Guard serving on active duty.

—Military officers of all components of the Department of Defense and the Coast Guard serving on inactive duty in the grade of major or lieutenant commander and above. Officers of junior grades who are affiliated with an organized reserve program or reserve officers' school may be enrolled.

—Federal, State, or local government employees rated GS-11 (or equivalent) and above. Trainees in civil service intern programs with lower ratings may be enrolled if recommended by the program supervisor.

—Civilian executives and members of the several professions.

Conditional Acceptance. All applicants are considered on their individual merits. In some instances, applicants who do not fully satisfy the specified selection criteria may be accepted on a conditional basis. Participation on this basis will be continued as long as the student demonstrates satisfactory progress.

Selective Study Program:

—Military officers of all components of the Department of Defense serving on active duty in the grade of lieutenant colonel or commander and above.

—Federal employees rated GS-13 and above.

Benefits: Every sizeable organization has a number of leaders and executives who are dissatisfied with themselves. They feel they should be doing or learning more, and they do something about it on their own. Like most people, they resent being pushed, being "experted," or being manipulated. They feel responsible for their own self-development.

Correspondence study is an excellent method by which many of them plug their academic gaps off the job, after hours. Such outside effort keeps them current, alert, active, and willing to expand their interests. These study programs contribute to the enhancement of the professional status of participating military officers, civilian leaders, executives, and professionals by enabling them to develop deeper complexities associated with the management of national security.

A *Certificate of Completion* signed by the Commandant of the College is issued to every one who satisfactorily completes either the "National Security Management" program or "Management in the Department of Defense" program. Distinguished graduates in either course receive special letters of recognition. Satisfactory completion of the courses by military officers and civilian government employees is officially reported to the appropriate military service or civilian agency.

Each student who successfully completes a study program is permitted to retain the set of textbooks for his personal library.

Reserve officers not on extended active duty may earn a total of 60 credit points for retention and retirement purposes through successful participation in the "National Security Management" study program.

Reserve officers not on extended active duty may earn a total of 24 credit points through successful participation in the "Management in the Department of Defense" program.

Credit points have not been authorized for the Selective Study Program.

Procedures: All course materials are provided at no cost to the student.

Average completion times for the correspondence study program are:

National Security Management—12-15 months.

Management in the Department of Defense —4-6 months.

Extension of time is granted for good and sufficient reasons.

An open-book, multiple-choice evaluation ex-

amination is administered following completion of each study unit comprising the "National Security Management" and "Management in the Department of Defense" courses. This examination is designed to measure learning achievement, and numerical scores determine the student's standing among his peers. No examination is administered for the Selective Study Program.

Reserve credit points are certified immediately upon the satisfactory completion of each study unit of the "National Security Management" and "Management in the Department of Defense" programs. Reserve credit points are not awarded for participation in the Selective Study program.

Students who successfully complete the "Management in the Department of Defense" program and who, within a period of 2 years, enroll in the "National Security Management" program will not be required to restudy Unit IV or V. Completion of the "National Security Management" program on this basis will entitle the reserve officer not on extended active duty to 36 additional reserve credit points.

Student questions and comments bearing on any of the study programs are invited. Faculty advice is available to assist each student in obtaining maximum benefit from the study programs.

Application for Enrollment: Applications and inquiries should be addressed to:

The Commandant
Industrial College of the Armed Forces
ATTN: Correspondence School
Fort Lesley J. McNair
Washington, D.C. 20315

Automatic data processing of application forms requires that all entries be fully completed.

SECTION 4

COURSE DESCRIPTIONS

INDEX A

APPLIED MATHEMATICS AND STATISTICS

Course Title: MANAGEMENT STATISTICS (JT) 7E–F15

Location: AMETA, Rock Island, Illinois

Length: 2 Weeks

Purpose: This course is designed to provide the enrollees with a basic understanding of methods used in the collection, presentation, analysis, interpretation, and evaluation of data for management purposes.

Scope: Course content includes graphic presentations; frequency distributions; measures of central tendency and variability; the normal probability distribution; sampling statistical control devices; and correlation and regression analysis.

Prerequisites: This course is designed for persons who are either working with statistics or supervising statistical activities, and are in positions which enable them to determine logical and fertile fields for the application of the topics presented. Satisfactory performance in this course is not likely without facility in fundamental algebraic techniques. Enrollees are advised to review these fundamentals before coming to the course.

Course Title: MATHEMATICAL PROGRAMMING (JT) 5A–F1

Location: AMETA, Rock Island, Illinois

Length: 3 Weeks

Purpose: This course is designed to provide the participants with an understanding of methods of formulating and analyzing problems concerned with the optimal allocation of limited resources. Emphasis is placed on developing the participants ability to formulate and solve linear programming problems.

Scope: This course deals with the application of mathematical programming techniques which permit the simultaneous consideration of a large number of variables or alternate courses of action, and the development of a solution representing the optimum balancing of these elements. Topics include the general linear programming problem and its dual, assignment problem, transportation problem, network flow problems, parametric and integer programming, methods of nonlinear programming, and dynamic programming. Opportunity is afforded the enrollee to formulate and solve selected problems, as well as to analyze and develop data to the point of readiness for solution by electronic computers. The programming of computers is not considered.

Prerequisites: This course is designed for practitioners of operations research and management science, as well as mathematicians, engineers, computer scientists, management analysts, and others interested in using mathematical programming techniques. To obtain maximum benefit from this course participants should have completed mathematics training through differential and integral calculus. Familiarity with matrix algebra is desirable but is not essential.

Course Title: OPERATIONS RESEARCH APPRECIATION (JT) 7A–F12

Location: AMETA, Rock Island, Illinois

Length: 1 Week

Purpose: This course is designed to provide the enrollees with an appreciation of the potentials and limitations of operations research as well as the capabilities required for such an activity.
Scope: Emphasis is placed on the philosophy and type of contribution operations research can make toward the practical application rather than through a discussion of abstract theory. This includes discussion of various methods which have proven useful in the formulation and solution of typical operational problems. Topics include definition and history of operations research, an introduction to probability theory, linear programming, queuing theory, inventory models, simulation, and game theory, as they apply to business and Government activities. Short work session consisting of simple problems formulation and solution will be provided in order to illustrate lecture material.

Prerequisites: This course is designed for those managers responsible for decisions concerning the implementation of operations research activities within their organization, and others who for any reason wish to obtain a general overview of the field of operations research/system analysis/management science. Priority will be given to military managers O-4 and above and civilian managers GS-12 and above (or their equivalents). Although the course is not mathematical, some knowledge of elementary algebra is desirable.

Course Title: OPERATIONS RESEARCH/SYSTEMS ANALYSIS EXECUTIVE (5A–F4) (AR)

Location: USALMC, Fort Lee, Virginia 23801

Length: 4 Weeks

MOS for which Trained: None. Prefix H may be added to MOS upon satisfactory completion of course in accordance with AR 611-101, and AR 611-103.

Purpose: Provides commissioned officers and civilian employees of the DOD with an understanding and appreciation of operations research/systems analysis (OR/SA) techniques. Imparts the capability to: evaluate OR/SA studies critically; interpret OR/SA studies to decision makers; manage OR/SA studies.

Scope: The course is focused on the characteristics, capabilities, and limitations of operations research and systems analysis. It stresses objectivity, regorous logic, verification of the validity of data, and proper application of OR/SA techniques.

Quantitative techniques leading to optimal

decisions receive major emphasis. The impact of intangible factors on the optimal decision is examined. Applied statistics and modeling techniques are also emphasized.

The course culminates in a number of case studies which provide an opportunity for participants to critically examine examples of proper and improper applications of OR/SA techniques.

Subject areas covered include:

Capabilities, limitations, and history of OR/SA.

Mathematics review.

Models: Construction, simulation, and interactive computer simulation.

Applied statistics and probability.

Economic concepts and applications.

Measures of effectiveness, utility, and optimality.

Cost effectiveness analysis: Case studies.

Mathematical programing: Linear, dynamic, transportation and assignment problems, post-optimality analysis.

Forecasting techniques: Regression, time series analysis, smoothing techniques.

Decision techniques: Decision theory, decision trees, game theory, war games and analysis, Bayesian analysis, risk analysis.

Other techniques: Reliability, inventory theory, queueing, sequencing, scheduling.

Intangible aspects: Communications, behavioral aspects and models.

Prerequisites: Individuals should be assigned to, or on orders to, a position requiring supervisory and/or technical knowledge of OR/SA techniques.

Military Personnel: Commissioned officers. Member of the Active Army and a graduate of USACGSC. Grade of Colonel, Lieutenant Colonel, or Major. Mathematics through the college algebra level. Course Director's waiver allowed for experienced qualified students. Officers must have not over 27 years' active service.

Civilian Personnel: Grade GS-13 or higher. Mathematics through the college algebra level unless waived by Course Director.

Security Clearance Required: Secret

Course Title: PROBABILISTIC METHODS IN OPERATIONS RESEARCH (JT) 5A–F3

Location: AMETA, Rock Island, Illinois

Length: 3 Weeks

Purpose: This course is designed to provide the participants with an understanding of probabilistic methods for solving scientific and engineering problems involving random process. Emphasis is placed on mathematical models which have important application in the field of operations research.

Scope: The first portion of the course will be concerned with the mathematical and probabilistic principles necessary to formulate and use models. The remaining portion will be devoted to the application of these principles to various problem areas. Topics include basic probability concepts, combinatorial analysis, distribution theory, generating functions, birth and death processes, finite Markov chains, and statistical inference. These principles will be applied to such areas as sequential decision processes, waiting lines, production processes, inventories, maintenance, replacement, and competitive strategies.

Prerequisites: This course is designed for practitioners of operations research and management science, as well as mathematicians, engi-

neers, computer scientists, and others interested in the modeling of probabilistic problems. To obtain maximum benefit from this course participants should have completed mathematics training through differential and integral calculus.

Course Title: QUANTITATIVE AIDS FOR DECISION MAKING (JT) 7A-F15

Location: AMETA, Rock Island, Illinois

Length: 2½ Days

Purpose: This workshop is designed to provide executive level personnel with an introduction to the usefulness of quantitative methods and an awareness of the techniques that have been developed to provide information to improve managerial decision making.

Scope: Participants are afforded the opportunity to meet selected guest speakers from industry, Government, and educational institutions in discussions on methods being used in defining, formulating, and analyzing problems of concern to managers. Topics include the nature of decision making, trends in the use of quantitative techniques, and selected current applications of quantitative disciplines.

Prerequisites: This workshop is designed for executive level personnel interested in investigating quantitative approaches and techniques for improving operational effectiveness of their activities. Priority will be given to military managers O-5 and above and civilian managers GS-14 and above (or their equivalents).

Course Title: STATISTICAL ANALYSIS AND DESIGNED EXPERIMENTS (JT) 8D-F33

Location: AMETA, Rock Island, Illinois

Length: 3 Weeks

Purpose: To provide the enrollee with a working knowledge of the concepts and techniques of designing and analyzing statistical experiments. Topics covered include correlation and regression, statistical designs, analysis of variance, and methods for determining optimum conditions. These techniques have application in the data collection, analysis, and interpretation activities associated with a wide variety of functional areas such as research, engineering, management science, operations research, testing of materials and/or products, etc.

Scope: Review of statistical inference, correlation and regression, basic experimental designs, analysis of variance techniques, factorial experiments, randomized blocks, latin squares, youden squares, nested designs, crossed designs, mixed models and designs, analysis of convariance, introduction to response surfaces and evolutionary operations, nonparametric tests on parameters of other than normal distribution.

Prerequisites: The course is designed for engineers, scientists, management scientists, behavioral scientists, operations research analysts, mathematicians, reliability and maintainability engineers, quality engineers, economists and others engaged in statistical analysis activities. The enrollee must have completed the Statistical Inference Course, or its equivalent, and have completed mathematics training through differential and integral calculus.

Course Title: STATISTICAL INFERENCE (JT) 8D–F32

Location: AMETA, Rock Island, Illinois

Length: 3 Weeks

Purpose: To provide the enrollee with knowledge of the concepts and techniques of statistical inference, statistical estimation and tests of hypothesis, and the fundamental knowledge of probability and statistics essential to these concepts and techniques. These techniques have application in the data collection, analysis and interpretation activities associated with a wide variety of functional areas such as research, engineering, management science, operations research, testing of materials and/or product, etc.

Scope: Introduction to probability and statistical concepts, descriptive statistics, general probability theory, probability distributions, introduction to statistical inference, statistical estimation, and tests of hypothesis, including nonparametric analysis.

Prerequisites: The course is designed for engineers, scientists, management scientists, behavioral scientists, operations research analysts, mathematicians, reliability and maintainability engineers, quality engineers, economists and others engaged in statistical analysis activities. The enrollee need not have previous statistical training, but must have completed formal mathematics training through integral calculus.

SECTION 4

COURSE DESCRIPTIONS

INDEX B

AUTOMATIC DATA PROCESSING APPRECIATION (JT) 7E–F7

Location: AMETA, Rock Island, Illinois

Length: 1 Week

Purpose: This course is designed to provide managers, functional specialists, and other users of computers with the principles of computer data processing and how the management process can be facilitated through the use of computer-based information systems. Upon completion of this training, the attendee will know the functions of a computer as it processes business type data to produce information output for improved management. He will understand the participative role of the user during the development of the computer-based information system and the basic considerations during systems design.

Scope: Computer principles will be presented so that specific functions of data input, storage, control, and output are understood as it occurs during computer data processing. Management Information Systems (MIS) concepts and goals will be explained as it relates to the mission of the organization including consideration of the data base design to support the systems information objectives. Details of systems analysis techniques and computer program development will be presented to the degree necessary for the user of computer products to understand what must be done to satisfy an information requirement. The computer center will be discussed to identify the functions it performs in processing data for the user and in controlling the data base for the manager. Computer systems management will include a listing of steps, work processes, relationships, and considerations that must be made during the accomplishment of a computer automation project.

Prerequisites: This course is designed for functional specialists and middle and top managers having the rank of captain (O-3) or civilian GS-9 and above. Trainees who require this course as a prerequisite for further training or career development but do not meet the grade requirement may be permitted to attend. Candidates should be from organizations which are potential or current users of ADP and have a need for this training in their work assignments. No knowledge of electronics or any special preparation in mathematics is necessary.

Course Title: COMMON BUSINESS ORIENTED LANGUAGE (COBOL) (JT) 7E-F11

Location: AMETA, Rock Island, Illinois

Length: 2 Weeks

Purpose: This course is designed to provide an orientation and practical application of the Common Business Oriented Language to personnel not familiar with the language. This will include an explanation and coverage of the various details in writing a computer program in COBOL during various class exercises. Emphasis will be placed on the capabilities and limitations of COBOL as a problem-oriented language for business applications.

Scope: This course provides a good knowledge for the writing of computer programs in COBOL which is the accepted problem-oriented business language. The four divisions of COBOL are explained as well as each program statement that makes up the divisions. Exercises are worked progressively so that students can apply the newly acquired knowledge. Basic problems are programmed completely by the attendee as well as a final problem of significant complexity. Developed programs are processed upon a computer permitting student debugging of program errors. The final problem is programmed using a student selected approach maximizing the best computer programming techniques.

The course will also provide a good understanding for functional specialists and other personnel who work closely with computers during the design and operation of computer systems for management's requirements. A significant portion of the course requires students to write programs in COBOL which are then compiled on computer equipment.

Prerequisites: This course is designed for functional specialists, systems analysts, and programmers who have a knowledge of computers and some understanding of computer programming but who have not used COBOL. The basic concept of memory, input, and output should be understood as well as a basic programming knowledge. Personnel not having a programming knowledge must have attended the USA-META one-week ADP Appreciation Course or an equivalent forty-hour orientation course in computer data processing. Preference for attendance will be given to personnel GS-9 (their equivalents) and above. The ADP Appreciation Course is scheduled for presentation immediately preceding this course for the benefit of attendees who are lacking the course prerequisite. Attendance at both courses requires two separate applications.

Course Title: COMPUTER INSTALLATION MANAGEMENT SEMINAR (JT) 7E-F19

Location: AMETA, Rock Island, Illinois

Length: 1 Week

Purpose: This seminar is designed to provide training that will motivate computer managers to bring about management improvement by the better utilization of people, material, and data processing equipment, to expose the manager to new insights regarding modern management techniques and practices applied to data processing operations, and to acquaint the manager with pertinent detailed examples of personnel, organization, and equipment improvements implemented in the field.

Scope: Course content includes such computer installation subjects as functions of management, organization design, facilities control, computer scheduling, performance reporting,

equipment job analysis and planning, quality control, operating methods and standards, review and analysis of program effectiveness, computer contract administration, relationships with users and customer engineers, and documentation requirements necessary for proper control. Managers are encouraged to bring solutions to chronic operating problems and unique approaches to daily operations. Managers have an opportunity to discuss solutions and problems in order to bring about a pooling of knowledge and development of new cost reduction possibilities.

Prerequisites: This seminar is designed for military and civilian personnel who are responsible for the management, supervision, and/or planning of activities associated with medium to large scale computer data processing installations. The attendee should be a manager, supervisor, or senior specialist having responsibility for an overall or broad functional area of computers at a multi-computer installation. Personnel grade GS-12, their equivalents, and above will be given preference for attendance.

Course Title: COMPUTER ORIENTATION FOR INTERMEDIATE EXECUTIVES (JT)

Location: DODCI, Washington Navy Yard, Washington, D.C. 20374

Length: 2 Weeks

Purpose: The course is designed for military and civilian executives at the mid-management level who are involved in the management, operation and development of digital computer systems but who have had little or no training/experience in digital computers and ADP. The course provides a comprehensive view of the computer field including computer fundamentals, capabilities, limitations and computer applications.

Scope: Lectures and laboratory/workshop sessions on such topics as: computer and programming fundamentals, higher level languages, real time considerations, computer-based information system development, WWMCCS, standards and compatability. Lectures are augmented by case studies, programming instruction, actual operation of a mini-computer, training computers and use of remote terminals utilizing BASIC language tied to an in-house time sharing computer.

Prerequisite: Military O-5/O-6, and civilian GS-14/15.

Course Title: COMPUTER ORIENTATION FOR SENIOR EXECUTIVES (JT)

Location: DODCI, Washington Navy Yard, Washington, D.C.

Lengh: 1 Week

Purpose: The course is designed for senior military and civilian executives involved in the planning, implementation and management of new and/or the improvement of existing computer systems but who have had little or no training/experience in digital computers and ADP. Computer fundamentals, capabilities, limitations, and applications are stressed.

Scope: Lectures and laboratory/workshop sessions on such topics as computer and programming fundamentals, higher level languages, real

time considerations, WWMCCS, development of computer-based information systems and operational considerations. Lectures are augmented by case studies, programming instruction, actual operation of a mini-computer, training computers and use of remote terminals utilizing BASIC language tied to an in-house time sharing computer.

Prerequisites: Flag/General officers and civilian executives GS-16 and above.

Course Title: COMPUTER ORIENTATION FOR SENIOR NCOs (JT)

Location: DODCI, Washington Navy Yard, Washington, D.C.

Length: 2 Weeks

Purpose: This course is designed to teach senior non-commissioned officers the capabilities, limitations and applications of computers. The course will be of particular benefit to personnel with current or prospective assignments to related computer system management and/or operation with little or no training/experience in digital computers and automatic data processing.

Scope: Lectures and laboratory/workshop seminars on such topics as: computer programming fundamentals, higher level languages, real time considerations, computer-based information system development, WWMCCS and tactical data systems. Lectures are augmented by programming instruction, actual operation of a mini-computer, training computers and use of remote terminals utilizing BASIC language tied to an in-house time sharing computer.

Prerequisites: Senior non-commissioned officers E-7, E-8, E-9.

Course Title: COMPUTER PERFORMANCE EVALUATION (JT)

Location: DODCI, Washington Navy Yard, Washington, D.C.

Length: 1 Week

Purpose: This course is technically oriented and is recommended for active computer operators/managers, system engineers and those personnel directly associated with the ADP installation management function. The course stresses the importance of and potential savings in the computer performance evaluation discipline and is oriented to the manager who has the responsibility of allocating computer resources among users.

Scope: The curriculum includes computer system architecture and analyses of accounting systems, analyses of hardware configurations and analyses of software systems. The role of performance monitors of all types in the critical analysis of computer system performance is also stressed.

Prerequisites: Military 0-3 and above and civilian GS-11 and above. A knowledge of ADP fundamentals is a minimum requirement for attendance. Attendance by ADP novices or those desiring a general education in computer performance evaluation is not recommended.

Course Title: COMPUTER PROGRAMMING (JT) 7E–F10

Location: AMETA, Rock Island, Illinois

Length: 3 Weeks

Purpose: This course is designed to provide the enrollees with an understanding of digital computer programming languages and the relative considerations to be made in use of each language for specific types of computer applications.

Scope: Topics include the basic principles and concepts of programming in a symbolic language, COBOL for business and FORTRAN for mathematical applications. The basic principles involve the use of arithmetic and logic commands, subroutines, address modification, looping and automatic coding. Other related subjects such as flow charting, program packages and documentation are also presented.

A significant portion of the course time will be devoted to utilizing the computer to run programs and data the enrollees, have developed for each of the three computer languages to illustrate the language capabilities and limitations. (The GE 215 and IBM 360/65 computers are used for program processing but emphasis is on the use of the languages and programming principles.)

Prerequisites: This course is designed for military and civilian personnel who need to know and understand the detailed capabilities and limitations of computer programming languages and their most advantageous applications in developing problem solutions for execution on digital computers, or whose future assignments will be in the area of programming and systems analysis. The enrollee must have attended the forty-hours Automatic Data Processing Appreciation Course at AMETA or another forty-hour introductory course having equivalent scope. Experience has shown that satisfactory performance in the course requires a high reasoning ability and an aptitude for organized thinking in minute detail. This course is not intended for experienced programmers or to replace computer manufacturers' specific language training. The ADP Appreciation Course is normally scheduled for presentation immediately preceding this course for the benefit of attendees who are lacking the course prerequisite. Attendance at both courses requires two separate applications.

Course Title: COMPUTER SIMULATION FOR LOGISTICS MANAGERS 358 (AF)

Location: AFIT–SL, Wright-Patterson Air Force Base, Ohio

Length: 5 Class Days

Purpose: To provide logistics managers with a practical knowledge of simulation and what computer simulation can do for them.

Scope: The course is designed to provide logistics managers with a basic background in simulation. The course is intended for personnel involved in planning and evaluating alternatives, and in improving logistics management systems, operations processes and procedures. It is problem oriented and structured to give guided "hands on" experiences in problem definition, input data evaluation, use of simulation languages, and output data analysis. In addition, the concepts of experimentation, time sharing, measures of logistics systems performance, and fundamental behavior characteristics of logistics systems are introduced. The practical aspects of simulation are stressed throughout. Lectures, seminars, case method, and computer facility visits and demonstrations are augmented by guest speakers. This course is

intensive and is purposely designed to allow for an interchange among participants. An average of six to seven hours are spent in the classroom each day, with approximately three hours required for daily outside reading and preparation. Evening and night sessions at the computer terminals are also scheduled periodically during the course.

Prerequisities: This course is designed for the experienced and successful professional occupying a position at a senior management level who significantly influence organizational policy and shapes decisions. The course is also appropriate for personnel who hold key responsible positions at the mid-managerial levels. Officers in the grade O-3 and above and civilian personnel in the grade GS-12 and above will be accepted. Grade waivers may be granted in exceptional cases.

Security Clearance: None.

Course Title: COMPUTER SUPPORT FOR COMMAND & CONTROL SYSTEMS (JT)

Location: DODCI, Bldg T-29, Anacostia Annex, Washington, D.C.

Length: 1 Week

Purpose: This course is designed to provide specialized training for military and civilian personnel assigned to command and control ADP duties within the Military Departments, The Organization of the Joint Chiefs of Staff, the Defense Agencies, or at the Headquarters of the Unified and Specified Commands.

Scope: This course will include lectures, demonstrations and workshops specifically related to the use of ADP systems in support of command and control including the World Wide Military Command & Control System (WWMCCS).

Prerequisites: The course is designed primarily for officer grades O-3 and above and civilians, GS-11 and above. Nominees for this course must have had previous training and experience in computer fundamentals, ADP operations and concepts of man management for computer-based information systems. Accordingly, previous attendance at either the DODCI Computer Orientation for Intermediate Executives of Introduction to Computer Technology courses is a prerequisite for attendance. Waivers to this requirement will be granted on a case by case basis. SECRET clearance is required for attendees.

Course Title: COMPUTER SYSTEM ANALYSIS & DESIGN (JT)

Location: DODCI, Washington Navy Yard, Washington, D.C.

Location: 1 Week

Purpose: To teach the fundamentals of the analysis and design of a computer system.

Scope: Topics include project definition and planning, decision tables, project planning and control, data base design, system analysis and design and implementation. A substantial portion of the course is spent in applying the various detailed techniques and methods of system analysis and design in laboratory/workshop seminars.

Prerequisites: For military O-2 and above, enlisted E-7 and above and civilian GS-9 and above. *A knowledge of ADP fundamentals is a requirement for attendance.*

Course Title: COMPUTER SYSTEM SECURITY (JT)

Location: DODCI, Washington Navy Yard, Washington, D.C.

Length: 1 Week

Purpose: To teach the security vulnerabilities of ADP systems, their compromise implications and provide an orientation into the total systems approach for solving computer security problems.

Scope: The course is technically oriented and recommended for active ADP system users, computer specialists and security specialists with responsibilities for the development, management and/or operation of secure ADP systems. The curriculum stresses ADP security vulnerabilities, DOD directives and policies, personnel and physical security, hardware and software security, communications security and audit requirements and administrative procedures.

Prerequisites: Military O-2 and above and civilian GS-11 and above. *A knowledge of computer fundamentals is a prerequisite for attendance.* SECRET clearance is required.

Course Title: COMPUTER SYSTEM SPECIFICATIONS & SELECTION (JT)

Location: DODCI, Washington Navy Yard, Washington, D.C.

Length: 1 Week

Purpose: To teach the preparation of system specifications for new digital computer systems and/or the upgrading of existing systems.

Scope: The course is designed for personnel who are responsible for, or participating in the preparation of specifications for converting present systems or selecting new digital computer systems. The course includes lectures, laboratory/workshop sessions in the preparation of specifications for computer selection, system design and information concerning tri-service directives that apply.

Prerequisites: Military O-2 and above, civilian GS-11 and above. *Previous ADP experience and/or equivalent training in basic computer theory and system concepts is a requirement for attendance.*

Course Title: DATA COLLECTION AND TRANSMISSION APPRECIATION (JT) 7E–F8

Location: AMETA, Rock Island, Illinois

Length: 1 Week

Purpose: This course is designed to present the many new and dynamic dimensions which data communications technology adds to information processing capabilities. It is designed as an overview to orient the potential user in design aspects, hardware considerations, software organization and implementation. Emphasis is placed on reducing time and dollars expended to achieve specific levels of responsiveness.

Scope: This course will discuss technical realities of data communication, highlighting those

areas which are necessary to communicate knowledgeably with suppliers of hardware, software, and common carrier service. The logical choice of communication media, telephone and ADP interface problems, development of telecommunication specifications, evaluation of communication proposals, and operational problems are also discussed.

Prerequisites: This course is designed for persons who have the responsibility for the architecture of terminal-oriented computer systems. This would include analysts, engineers or functional area specialists who need to become acquainted with the equipment and techniques involved. It is desirable that enrollees have had a recent computer orientation.

Course Title: DATA PROCESSING PROFITABILITY AND APPLICATION STUDIES (JT) 7E-F17

Location: AMETA, Rock Island, Illinois

Length: 2½ Days

Purpose: This workshop is designed to review and evaluate current practices and trends in the planning and management of large computer application studies so that top management can better respond to computer equipment conversions and the design of broad computer-based management information systems.

Scope: The first session is devoted to reviewing the present day computer practices at the installation level up through the Department of Defense for total Federal Government computer automation objectives. Present day philosophies toward computer application studies will be presented and discussed. The following four half-day sessions are devoted to presentations by guest speakers from industry and Government. Each speaker presents an assigned subject block in which he has had extensive experience so that all of the presentations form an integrated review of profitability and application studies.

Major subjects that will be discussed by the guest speaker with the course attendees will be the planning and management of major systems projects, design concepts and data base design for management information systems, defining systems requirements and standard documentation, and approaches to computer equipment systems review and selection.

Prerequisites: This workshop is designed for top managers who are, or will become, involved in the development or review of computer-based systems studies. Military rank of O-5 and above, and civilians of GS-14 and above (or equivalents) are eligible for enrollment. Consideration for enrollment will be given to lower graded personnel who are in a high level planning or policy position when class size permits.

INTRODUCTION TO ADP SYSTEM ANALYSIS AND DESIGN (JT) 7E-F18

Location: AMETA, Rock Island, Illinois

Length: 2 Weeks

Purpose: This course is designed to provide a knowledge of the basic analysis and design techniques used in the application of systems to computer based automatic data processing systems to equip the enrollee to evaluate and assist in the establishment of a system which will be consistent with the potentials of the computer and management needs.

Scope: Topics include a brief review of computer systems characteristics; an orientation in systems work; detailed explanation of the use of tools and techniques for the detailed fact gathering, analysis, synthesis and design of computer applications for integrated management information systems. The techniques of flow charting, grid charting document relationships, analyzing the importance and redundancy of data, constructing decision tables, record and file design for sequential and direct access systems are presented. Learning will involve group-centered and individual application of the technique presented. A substantial portion of course time is spent in applying the various detailed techniques and methods of systems analysis and design during practical exercise periods on a case problem which requires the development of an integrated data processing system through the use of the techniques presented.

Prerequisites: The course is designed for military and civilian personnel preparing for and participating in systems evaluations, profitability and application studies for automatic data processing. The enrollee must have attended the forty-hour Automatic Data Processing Appreciation Course at AMETA or, by attendance at another forty-hour introductory ADP course, have equivalent understanding of ADP concepts. Personnel having only electrical accounting machine experience should be enrolled in the Automatic Data Processing Appreciation Course before taking this course. Preference for attendance will be given to personnel GS-9 (their equivalents) and above.

Course Title: INTRODUCTION TO COMPUTER TECHNOLOGY COURSE (JT) IC

Location: DODCI, Bldg T–29, Anacostia Annex, Washington, D.C.

Length: 2 Weeks

Purpose: The course is designed for military and civilian executives at the mid-management level who are involved in the management, operation and development of digital computer systems but who have had little or no training/experience in digital computers and ADP.

Scope: Topics include fundamentals of computer hardware and software, programming (standard COBOL), ADP system analysis and design and computer-based information system development. Students also use time sharing terminals utilizing BASIC language.

SECTION 4

COURSE DESCRIPTIONS

INDEX C

LOGISTICS, GENERAL

Course Title: AMA/DIRECTORATE OF MATERIEL MANAGEMENT 130 (AF)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio

Length: 18 Class Days

Purpose: This course is designed to improve the management effectiveness of key personnel assigned to the D/MM and related AMA staff activities in providing materiel support to the Air Force and other DOD agencies. It is intended to familiarize the student with the structure, philosophy, policies, functions, processes and systems of Air Force Logistics, with particular reference to their impact on the Directorate of Materiel Management.

Scope: The course is oriented to the broad spectrum of Air Force logistics. It st[illegible]the activities of Hq AFLC, the AMA's an[illegible]MM in planning and programming, weapon system development and acquisition, the determination of requirements, funding, cataloging, storage, distribution, use, repair, modification, and eventual disposal of materiel. Emphasis is placed throughout on item management and system management, with special orientation to the computer environment in which this management is exercised.

The student's attention is directed to:

1. The roles of the System Manager and the Item Manager.

2. The relationships between AFLC, AFSC and other DOD agencies in weapon system development, acquisition and support.

3. The interrelationships between the D/MM and the Air Force bases, Hq AFLC, and other DOD agencies.

A systems management simulation exercise is employed to involve the student in the D/MM decision-making process and to impress upon him the interdependence of the different functional areas of logistics. This exercise uses third generation computer facilities to familiarize the student with the capabilities and limitations of computers.

Prerequisites: Key personnel assigned to the D/MM and related AMA staff activities. Military grades O3 through O5; Civilian grades GS-11 through GS-14. Grade waivers will be considered in exceptional cases.

Security Clearance: None.

Nonresident Course: An extension course is available.

Course Title: ASSOCIATE LOGISTICS EXECUTIVE DEVELOPMENT (8A–F19) (AR)

Location: USALMC, Fort Lee, VA 23801

Length: 10 Weeks (5 phases, each of 2 weeks active duty training)

I	Management Systems	— 2 Weeks
II	The Acquisition Process	— 2 Weeks
III	Assets Management	— 2 Weeks
IV	Scientific Technique	— 2 Weeks
V	Logistics Support Concepts	— 2 Weeks

Purpose: To provide, over a period of years, five 2-week periods of advanced, in-depth logistics management education for Reserve Component officers and prepare them for executive and policy-making mobilization assignments in logistics.

Scope:

I Management Systems

(Strategic Studies-Management Systems and Processes)

Provides an in-depth knowledge of the various management systems applicable to logistics and identifies their applications, limitation, and values in various management situations.

II The Acquisition Process

(Research, Development, Test and Evaluation-Procurement Management)

Provides an insight into the total Department of Defense and Department of the Army logistics systems.

Provides a general knowledge of the management process for the acquisition of Army materiel to include research, development, test, evaluation, and procurement management.

III Assets Management

(Inventory-Maintenance-Transportation-Distribution-Disposal)

Provides an understanding of requirements determination for and management of major and secondary items, the relationship and significance of maintenance, transportation, distribution, and disposal during the operations and disposal phase of the life-cycle model.

IV Scientific Techniques

(Scientific Techniques: Mathematics-Economics-Computer Applications-Systems Analysis)

Provides a general knowledge of the application of mathematics, economics, computer technology and systems analysis in the formulation and solution of complex logistics problems.

V Logistics Support Concepts

(International Logistics-Personnel Support Logistics-Facilities Management-Army in the Field Logistics-Joint, Combined, and Unified Command Logistics)

International logistics to include the importance and necessity of the Mutual Security Program, the historical development types and characteristics and operations of international logistics programs.

Personnel support logistics operations to include health services, evacuation, hospitalization, food, clothing, and related services.

Facilities management to include the planning, acquisition, operations, maintenance, and disposal of facilities. The logistics operations performed by the army in the field to include the Division Support Command (DISCOM), Corps Support Command (COSCOM), Field Army Support Command (FASCOM), and Theater Army Support Command (TASCOM) combat service support operations.

The logistics operations performed by joint, combined, and unified commands to include logistics support of amphibious operations and unconventional warfare.

Prerequisites: Attendance is restricted to National Guard and Reserve Component officers, in the grade of Captain or above, who are: (1)

mobilization designees to logistics positions in the Department of Defense; (2) participants in the Logistics Career Program for Reserve Component officers; or (3) participants in the USALMC Extension Course or Group Study Program.

Security Clearance Required: None

Course Title: DEFENSE INTERNATIONAL LOGISTICS MANAGEMENT (8A–F12) (JT)

Location: USALMC, Fort Lee, Virginia 23801

Length: 2 Weeks

Purpose: This course is designed to assist Department of Defense (DOD) personnel in developing an appreciation and understanding for planning, programing, and implementing international logistics activities included in the Foreign Assistance Act of 1961, as amended, and the Foreign Military Sales Act of 1968 as amended. The emphasis of the course is in the development of managerial problem solving and its application to international logistics management.

Scope: The scope of this course includes an introduction to international logistics to include the roles of the Secretary of Defense, the Department of State, the Joint Chiefs of Staff, the military departments, the Defense Supply Agency, and industry; the organizational structures for the materiel support of foreign customers; international logistics management systems to include the supply and delivery of materiel; the development of managerial practices; international logistics financial management; planning and execution of the grant aid and the foreign military sales programs; international development through economic aid; cooperative logistics programs to include supply support arrangements, coproduction agreements, consortiums and research and development agreements; international logistics distribution and maintenance management; disposition of foreign excess materiel; and study, evaluation, and analysis of current problems in the program management of grant aid and military sales.

Prerequisites: The Defense International Logistics Course is primarily for personnel, both military and civilian, who support or contribute to international logistics activities. Students must be able to accomplish research study and to participate in managerial problem solving, case discussions, and workshops. Waivers may be granted where justification is sufficient to warrant such action.

Military Personnel: Course directed at 0-4/0-5, minimum grade O-3.

Civillian Personnel: Course directed at GS-12/13 level, minimum grade GS-09.

Security Clearance Required: Secret (Interim).

Course Title: DEFENSE LOGISTICS INSTRUCTOR DEVELOPMENT (5K–F1) (JT)

Location: USALMC, Fort Lee, Virginia 23801

Length: 2 Weeks

Purpose: To develop selected skills of instructors who have responsibility for advanced level logistics management instruction.

Scope: Emphasis is placed on developing the following instructor skills: (1) designing and evaluating units of instruction; (2) performing various instructor classroom roles (with emphasis on the case leadership role); and (3) planning, constructing, and administering classroom tests. Students read text materials prepared by recognized experts in the subject areas. Conferences and case discussions in these subject areas help the student relate these readings to his past experiences and current responsibilities. Student skills are further refined through student workshop presentations which are critiqued in-depth by instructors and other students. Replay of television tapes of these presentations helps the student to recognize his strengths and weaknesses.

Prerequisites: Nominees must be assigned, or anticipate assignment, as logistics management instructors. Individuals selected must be capable of reading and understanding college level textbooks.

Military Personnel: Must be commissioned officers.

Civilian Personnel: Must be in grade GS-7 or above.

Security Clearance Required: None.

Course Title: INTEGRATED LOGISTICS SUPPORT 585 (AF)

Locaton: AFIT/SL, Wright-Patterson Air Force Base, Ohio

Length: 8 Class Days

Purpose: This course is designed to improve the management effectiveness of personnel assigned to or in support of a System Program Office (SPO). It is intended to familiarize the student with Weapon and Support System acquisition with respect to the application of the integrated logistics support concept. It provides an understanding of ILS as it applies to system support beginning with the conceptual phase of system or equipment development and continuing through the system life cycle.

Scope: The course is designed to help the student recognize the necessary interface between support planning and the systems engineering process, to expose him to some of the tools and techniques available to him, and to show him that ILS is a multi-discipline management challenge rather than a lock step process. The course does address the elements of ILS but the emphasis is upon the improvement of management skills and upon the use of quantitative techniques as an aid to decision making.

Prerequisite: Personnel in system acquisition or support specialties. Military grades of 02-06 and civilian personnel of equivalent grade.

Security Clearance: Secret.

Course Title: LOGISTICS EXECUTIVE DEVELOPMENT (8A–F17) (JT)

Location: USALMC, Fort Lee, Virginia 23801

Length: 19 Weeks

Purpose: To provide in-depth logistics education for selected managers; prepare them for positions of responsibility in logistics management; and develop their intellectual depth and analytical ability.

Scope: Includes an overview of logistics echelons and organizations; the concepts of strategy, tactics, and logistics; the nature and applicability of management techniques; ADP applications to logistics; the management of standard systems; the nature and scope of behavioral sciences; fundamental economical concepts which influence policy; quantitative analysis approaches to general problem solving; systems analysis; the environment of the procurement function; the development of the Five-Year Defense Plan; the concept formulation, contract definition, development and production, and operations and disposal phases of the materiel life cycle; logistics facilities management; personnel and logistics services; interservice support agreements and arrangements; and logistics gaming exercises.

Prerequisites: Nominees must have an actual or anticipated assignment to a managerial position in logistics. They must be of high caliber, having demonstrated exceptional managerial potential. The health, age, and emotional stability of students must meet the demands of a rigorous course of instruction. They must have demonstrated a sincere desire for self-improvement through completion of college-level work in an accredited college or university. A college degree is highly desirable.

Military Personnel: Commissioned officers of all US military services and selected foreign officers in the grade of O-4 or above. US Army officers must have completed or been awarded constructive credit for branch career course. All US officers should have completed 8 years, but not more than 15 years commissioned service; and must have 2 years of active duty service remaining after completion of the course. Reserve officers selected for attendance by the Chief of Reserve Components must have an actual or anticipated assignment to a logistical type troop program unit or mobilization designee positions.

Civilian Personnel: GS-12 or above with career status. Must have 5 years cumulative experience in military logistics or closely related industrial experience and 3 years of work expectancy with the Government remaining after completion of the course.

Security Clearance Required: Secret.

Cooperative Master Degree Program. The Florida Institute of Technology (FIT) will grant 18 quarter hours graduate credit for successful completion of LEDC to applicants who are accepted into the graduate program. An additional 6 quarter hours graduate credit may be obtained by successful completion of 2 electives while attending LEDC.

The remainder of the 48 quarter hours required for award of a MS degree may be obtained as follows:

(1) MS in Logistics Management: 24 quarter hours of resident instruction by FIT faculty at Fort Lee, VA.

(2) MS in Contract and Procurement Management: 24 quarter hours of resident instruction on campus in Melbourne, Florida.

The 24 quarter hours of resident instruction is designed to allow completion in 6 months. Application for the program should be made after acceptance into LEDC and directly to the Director, LEDC.

Course Title: LOGISTICS MANAGEMENT 580 (AF)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio

Length: 23 Class Days

Purpose: Course is designed to broaden and enhance the knowledge of the logistics managers at various levels throughout the Air Force. It is directed to the critical examination of the interrelationships and interdependencies that prevail in strategic, support and operational logistics. In these contexts, strategic logistics entails the interrelationships of strategy and logistics and the influence that they exert upon each other at the national level; support logistics is concerned largely with the acquisition of systems and their contingent supply, equipment and allied support functions; and, operational logistics relates to the direct functional support of the Air Force in the operational environment.

Scope: Design enables the student to comprehend the rationale behind the logistics decisions that he may be called upon to make. Heavy emphasis is placed on the applied management techniques used in acquisition, distribution, and support of weapon systems. Specific attention is given to line/staff management and the forces that drive the logistics systems at all levels. A major share of the course is devoted to direct student involvement in practical exercises, e.g., workshops and simulations. These exercises enable the student to apply the theory given during the lecture/seminar sessions to such areas as decision making, and the development and implementation of logistics plans and programs at the support and operational levels. Management tools and techniques including ADP, simulation, forecasting, and performance measurement evaluation are used by the student in achieving the goals and objectives of the exercises.

Prerequisites: Two years of experience as a logistics manager, programmer and/or planner; or a graduate of the 30BR6621 ATC Course with one year of experience in one of the following career fields: 29, 30, 31, 32, 43, 46, 60, 62, 63, 64, 65 or 66. Officer grade 03 and above; civilian grade GS-11 and above. Waiver requests will be considered on an individual basis.

Security Clearance: None.

Nonresident Course: An extension course is available.

SECTION 4

COURSE DESCRIPTIONS

INDEX D

GENERAL MANAGEMENT

Course Title: ARMY INSTALLATION MANAGEMENT (1B–F1) (AR)

Location: USALMC, Fort Lee, Virginia 23801

Length: 3 Weeks

Purpose: To provide commissioned officers and civilian employees of the Army with a general knowledge of the techniques, practices, and fundamentals of Army installation management in order to improve personal competence and performance in the management of Army resources, minimize operational costs and enhance unit readiness.

Scope: The Army Installation Management Course (AIMC) is an intensive study of the management process, the management of resources, human factors in management, and other related factors that contribute to the efficient and effective operation of an Army installation. Instruction includes management concepts, philosophy, and practices from both an academic and pragmatic viewpoint. The organizational structure and functional areas of responsibility within an Army installation are examined, to include command, personnel, operations, and training, logistics, and comptrollership. Special attention is given to computer based management systems and labor-management relations. Participants, through individual study and interpersonal small group action, are given an opportunity to evaluate their own managerial talent and responsiveness to new environments and challenges. The course encourages freedom of thought and expression by participants. This is done in the firm belief that through interaction between lecture-conference leaders and participants themselves, the individual further develops his own skills as a manager and obtains a realistic view of the complex operation of the Army.

Prerequisites: a. *Commissioned Officers.* Grade of Colonel, Lieutenant Colonel, and Major. Member of the Active Army or Reserve Component. Must be assigned or under orders to an assignment with management responsibility at an installation or be responsible for the review or evaluation of installation management. Although no obligated service is required, the participants should have a minimum of 2 years or more to serve upon completion of the course.

b. *Civilian Personnel.* Grade GS-11 or higher. Must be assigned or under orders to an assignment with management responsibilities at an installation or be responsible for the review or evaluation of installation management. Although no obligated service is required, the participants should indicate their intention to con-

tinue their employment with the Federal Government for a minimum of 2 years upon completion of the course.

c. All attendees (military and civilian) must accept course mandatory designated Government quarters.

Security Clearance Required: Secret (interim)

Course Title: DEFENSE DATA MANAGEMENT 380 (JT)

Location: AFITSL, Wright-Patterson AFB, Ohio

Length: 11 Class Days

Purpose: The purpose of this course is to increase the effectiveness of those persons involved in policy formulation or the implementation of the data management system procedures. It is designed to educate Department of Defense personnel in the principles, policies, and procedures for improved management of data and documentation associated with the acquisition of military material, systems, supplies and services.

Scope: The course is primarily concerned with the management of all data and information contractually acquired from industry. The framework of the course is based on the data management policies and procedures prescribed in Department of Defense, Air Force, Army, Navy and DSA directives and/or regulations. The course starts with an orientation on Department of Defense data management interests and policies. Following this introduction, the course identifies the functions of data users and their data needs to the data management officer, e.g., provisioning, technical manuals, specifications, maintainability/reliability, etc. In addition, details directly concerning the data management function are presented, e.g., rights in data, reprocurement data, Defense Department Form 1423, Authorized Data List, storage and retrieval systems, etc. The last portion of the course is directed toward the data management organization, policies, and procedures of the Military Departments and the Defense Supply Agency. Teaching methods include lectures, workshops, and seminars.

Prerequisites: Students should have actual or anticipated assignment to a responsible management position where integrated data management is a concern. Individuals nominated must have demonstrated high potential for managerial development and must possess actual on-the-job experience in some phase of data management. Grade level: Commissioned Officer, or GS-9 and above.

Security Clearance: None.

Course Title: DEFENSE FAMILY HOUSING MANAGEMENT (8G–F3) (JT)

Location: OASA

Length: 1 Week (47 hours)

Purpose: To provide Department of Defense personnel with an understanding and appreciation of the policies, procedures, techniques and management practices of family housing management in order to increase their effectiveness and efficiency in the management of family housing within the service departments and agencies of the Department of Defense.

Scope: The curriculum consists of blocks of instruction dealing with administration and utilization, requirements, construction, operations, maintenance, and financial management of family housing for military personnel as well as general management subjects, including human relations, communications, and management practices.

Prerequisites: Commissioned or warrant officers and civilian personnel, GS-7 or above with a career or career conditional status whose actual, or anticipated, assignment is to a management or staff position in the family housing area at any command level. Obligated service for active commissioned or warrant officers: None.

Special Information: Workshops are conducted by service representatives in their respective family housing management areas.

Security Clearance Required: None.

Course Title: DEFENSE MANAGEMENT SYSTEMS (FLAG/GENERAL) (JT)

Location: Navy Management Systems Center, Naval Postgraduate School

Monterey, California 93940

Lengh: 1 Week

Purpose: To provide senior military and civilian executives an appreciation of the concepts, principles and methods of defense management as they concern planning, programming, budgeting and related activities.

Scope: To develop knowledge and understanding of the concepts, principles, processes, applications and techniques of Defense Management Systems (i.e., planning, programming, budgeting and related activities). No attempt will be made to develop technical skills required in each of the planning, programming, and budgeting activities. To provide an overview of general management concepts as applied to Defense Management Systems. To develop understanding and improve competence in techniques of problem solving and decision making in the Department of Defense.

Prerequisites: Flag and General Officers and civilians GS-16 and above, as well as selectees for those ranks and grades are eligible. Housing: Due to the intensive nature of the Defense Management Systems Course, all students are expected to use BOQ and closed mess facilities.

Security Clearance: SECRET.

Course Title: DEFENSE MANAGEMENT SYSTEMS COURSE (JT)

Location: Navy Management Systems Center, Naval Postgraduate School

Monterey, California 93940

Length: 4 Weeks

Purpose: To develop knowledge and understanding of the concepts, principles, processes, applications and techniques of Defense Management Systems (i.e., planning, programming, budgeting and related activities). Emphasis is placed on the analytical aspects of management

including requirement studies, systems analysis, cost-effectiveness and cost estimating and analysis. Students are not expected to become experts or technicians in the various disciplines and subjects including the curriculum, but merely to gain an orientation into the techniques of problem solving and decision making in the Department of Defense.

Scope: To develop knowledge and understanding of the concepts, principles, processes, applications and techniques of Defense Management Systems (i.e., planning, programming, budgeting and related activities). No attempt will be made to develop technical skills required in each of the planning, programming, and budgeting activities. To provide an overview of general management concepts as applied to Defense Management Systems. To develop understanding and improve competence in techniques of problem solving and decision making in the Department of Defense.

Prerequisites: Military personnel O-4 and above, and civilian employees GS-12 and above, occupying or being assigned to billets or positions involving any aspects of planning, programming, or budgeting and managing for DoD and Service resources.

Housing: Due to the intensive nature of the Defense Management Systems Course, all students are expected to use BOQ and closed mess facilities.

Security Clearance: SECRET.

Course Title: MANAGERIAL COMMUNICATION APPRECIATION (JT) 7A–F27

Location: AMETA, Rock Island, Illinois

Length: 1 Week

Purpose: This course is designed to define the role of communication in implementing managerial decisions, influencing attitudes and behavior, and disseminating goals and objectives. The content and technology required for developing an effective managerial communication system are examined to equip the enrollee to perform a significant role in the managerial communication function within his organizational activity.

Scope: Communication theory, principles, operating mechanics and problems are thoroughly discussed to provide the enrollee with the background, depth of understanding and general techniques necessary to effectively analyze and structure his personal or organization's communications. Realistic applications are utilized to clarify and refine understanding of techniques.

Prerequisites: This course is designed for all managers and for senior technicians of staff organizational elements such as Management Engineering, Personnel Management, ADP, Information, Administrative Support. Command Operating Personnel whose primary duties involve the preparation and implementation of executive decisions will also benefit from the course. Preference for attendance will be given to personnel GS-9 (their equivalents) and above.

Course Title: MANAGERIAL COMMUNICATION FOR EXECUTIVES (JT) 7A–F26

Location: AMETA, Rock Island, Illinois

Length: 2½ Days

Purpose: This workshop is designed to provide an intensive overview of managerial communication oriented toward the interests of top management through a review, in depth, of current practices and advances in the area, and the conduct of an open forum in which top level perspectives can be examined. Further, it is planned to ultimately orient the workshop participant to effectively evaluate overall long-range proposals regarding the content, structure and general configuration of his organization's managerial communication system.

Scope: Present managerial communication practices are reviewed to provide a quick updating and a uniform basis for further discussions. Recent refinements and breakthroughs in concept and technology will be presented. Progress to date and preliminary conclusions from ongoing research projects will be presented by workshop participants and will be discussed.

Prerequisites: This workshop is designed for executives who have significant impact on their organization's communication climate and who shape decisions on the concept of its managerial communication program. Military rank of O-5 and civilians of GS-14 and above (or equivalents) are eligible for enrollment. Consideration for enrollment will be given to lower graded personnel with appropriate responsibilities when class size permits.

Course Title: MANAGING RESEARCH AND DEVELOPMENT ACTIVITIES 5L–F2 (JT)

Location: AMETA, Rock Island Arsenal, Rock Island, Illinois

Length: 2½ Days

Purpose: This Workshop is designed to provide executive personnel with a knowledge of the latest developments in planning, organizing, coordinating, and controling research and development activities.

Scope: Research and development managers are afforded the opportunity to meet selected guest speakers from industry and Government in discussions on managerial techniques available for solving problems of planning, operating, and evaluating research and development projects. Topics include the impact of change and technology, basic functions of management as related to research and development, program management concepts for research and development project selection, planning and staffing the research and development program, evaluation and control of research and development programs, and application of managerial analytical techniques to research and development management.

Prerequisites: This workshop is designed for executive personnel currently occupying positions as managers of research and development activities. Enrollees should be in the grade of O-5 and above and GS-14 and above (and their equivalents).

Course Title: NAVY DEPARTMENT PLANNING AND MANAGEMENT SYSTEMS COURSE

Location: Navy Logistics Management School, Bldg. 150 (NAVSTA)

Washington, D.C. 20374

Length: 5 Days

Purpose: The course was originally designed for personnel in the grade of O-4, GS-12 and above, however, it is generally recognized that most personnel associated with Navy regardless of rank or grade would benefit from attendance.

Scope: The course introduces the participants to the Navy's method of doing business in Washington today. Topics cover organization of the Navy Department, the Planning, Programming, Budgeting Cycle including RDT&E, Cost Growth, Procurement and Contract Administration, the Integrate Logistic Support Program, Project Management Philosophy, Systems Effectiveness including Reliability, Maintainability, Quality Assurance and Value Engineering. Other supporting disciplines such as International Logistics, Configuration Management, Standardization, Technical Data, Program Coordinator Views, Public Affairs and Civilian Manpower Management are also included. Emphasis is placed on an introduction of the participant to the material rather than the development of specific skills.

Prerequisites: Professionals from the Headquarters elements of the Navy active in the Planning, Programming, Budgeting Cycle and the many supporting disciplines.

Course Title: RESEARCH AND DEVELOPMENT MANAGEMENT (5L-F3) (AR)

Location: USALMC, Fort Lee, Virginia 23801

Length: 2 Weeks

Purpose: To examine the principles and policies which govern the management of the Army's research, development, and engineering program.

Scope: Organization and mission of the Army for the research, development, test, and evaluation of materiel; the characteristics and interrelationships of the functions involved; and the management systems and techniques employed. Emphasis is given to the materiel development process.

Prerequisites: The nominee must currently be assigned to a position that relates to the Army research, development and engineering program; or occupy a logistics position in direct support of the materiel acquisition process.

Military Personnel: Commissioned officers and Warrant Officers, grade W-3 and above, on active duty with the Army, have at least 1 year of potential service upon completion of the course. Reserve officers with assignments that meet the prerequisites established above.

Civilian Personnel: Career or career-conditional employees in grade GS-9 or above, with at least 2 years of potential Government employment subsequent to completion of the course.

Security Clearance Required: Secret

Course Title: SEMINAR FOR MIDDLE MANAGERS (JT) 7A–F5

Location: AMETA, Rock Island, Illinois

Length: 2 Weeks

Purpose: This seminar is designed to provide managerial personnel with a knowledge of the techniques, tools, principles, and systems utilized in the management process. The selection and use of the proper techniques are also emphasized.

Scope: Concepts of management are presented and discussed to permit each enrollee to re-establish his perspective as a manager. The roles and functions of the modern manager are covered with emphasis on the trends for the future. The course includes subject blocks on the history and concepts of management, functions and roles of the manager, organization planning, behavioral science aspects of management, systems and procedures analysis and design, managerial communication, financial management, work planning and control, project management and network diagramming, value engineering, methods study and work measurement, computer principles, role of the manager in computer automation, systems design techniques, computer based systems, management information systems, and statistical methods and operations research. These subjects are approached as they relate to improving the management process or to ease the job of the manager.

During the seminar, enrollees present a managerial problem which has been recently solved or is in need of analysis and solution. Class attendees have the opportunity to apply the newly learned techniques together with their work experiences for a group discussion and solution.

Prerequisites: This seminar is designed for managerial and supervisory personnel whose work requires a general understanding and appreciation of the tools and techniques of management. The course is not designed to train management analysts, industrial engineers, or management engineers in techniques since the intent of training is an overview and application of these management techniques for managerial personnel. Priority will be given to commissioned officers and civilian personnel in the grade of GS-9 and above who have had at least one year of management experience.

Course Title: SHIPS MANAGERS 3–M COURSE

Location: Navy Logistics Management School, Bldg. 150 (NAVSTA)

Washington, D.C. 20374

Length: 2 Days

Purpose: This course is designed for managers concerned with the design, support and management of NAVSHIPS, NAVORD, NAVELEX, NAVSUP systems and equipments.

Scope: The course is designed to instruct managers of ships, ordnance and electronic equipment in the total 3-M System and in the range, content and interpretation of 3-M data products and to present analytical techniques which may be used to apply the data. The course will emphasize: (a) Interpretation of the maintenance and material data elements collected in the Ships 3-M System.

(b) Procedures to use when requesting data in the various standard formats or special requests.

(c) Practical user experience.

Prerequisites: Military and civilian staff specialists working daily with the 3-M System from the Maintenance Support Office, Mechanicsburg, Pennsylvania and invited users of 3-M products.

Course Title: TOP MANAGEMENT SEMINAR (JT) 7A-F25

Location: AMETA, Rock Island, Illinois

Length: 2 Weeks

Purpose: This seminar is designed to present, search out and discuss the most current "best business practices". It provides an up-to-date management development program geared to meet the needs of top management personnel in the military and civilian activities of the Department of Defense and in other government organizations.

Scope: Guest speakers are invited to share their experiences and concepts in the various phases of management. Emphasis is placed on relating philosophies, concepts and practices of enlightened management to the environment. Modern techniques, systems and procedures are discussed to increase managerial skills. Conferees are expected to research managerial subjects and problems to increase their individual proficiency.

Prerequisites: The seminar is designed for military personnel of the rank of O-5 and above, and for civilian personnel GS-14 and above.

The following criteria should form the basis of selection of enrollees:

Those who in their present position have authority and responsibility to initiate, direct, and consummate management improvement programs.

Those who are, or soon will be, assistants or understudies of key executives and who have manifested ambition, have the potential to develop, and have shown the desire and ability to exercise authority and responsibility.

SECTION 4

COURSE DESCRIPTIONS

INDEX E

FINANCIAL MANAGEMENT

and

COST ANALYSIS

Course Title: ADVANCED COST AND ECONOMIC ANALYSIS 191 (JT)

Location: AFIT/SL, Wright-Patterson Air Force Base, Ohio

Length: 20 Class Days

Purpose: To provide extensive application of the estimating techniques and methods taught in 188 and 189 and to develop the student's ability to select the appropriate technique and to interpret the results of his analysis.

Scope: The course will cover advanced statistical techniques, methods of obtaining cost estimates, extensive use of the time-sharing computer and involves a high degree of creative thinking on the part of student team members in developing and defending their cost estimates. The wide range of problems involved enables the students to gain experience which is applicable to many different cost analysis situations.

Prerequisites: Personnel who have successfully completed 21 semester hours of mathematics or statistics within recent years, or who have successfully completed Course 189, or who have the equivalent background or experience in cost estimating activities. Requests for waiver must be received by AFIT/SL not later than 30 days prior to class starting date.

Military personnel: Officers in the grades O-1 through O-5 with the potential of two years of active duty after completion of the course.

Civilian Personnel: Civilians in civil service grade of GS-7 through GS-15 with a potential of two or more years of service remaining.

Security Clearance: Secret. A statement that such a clearance is in effect should be contained in the student's orders.

Course Title: ADVANCED QUANTITATIVE METHODS IN COST ANALYSIS 189 (JT)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio

Lengh: 18 Class Days

Purpose: To develop the more advanced skills and understandings of nonlinear and multivariate regression of analysis, useful in estimating complex system costs.

Scope: The range of topics covered extends from quaddratic equations, logarithms, matrix, inversion, and linear regression to cost growth, use of the time-sharing computer, curvilinear regression and net scatter diagrams. A comprehensive problem in estimating the costs of a system enables the student to tie the various course elements together during the last two days.

Prerequisites: A need for a deeper understanding of cost analysis techniques and more advanced regression methods, typically required of a member of a cost estimating branch. Course is designed for military officers and equivalent grade civilian personnel engaged in cost estimating. Minimum quantitative preparation needed is the recent successful completion of six semester hours of college statistics and six semester hours of college algebra (especially algebra) or completion of Course 188. A few recent college graduates in cost analysis offices have the prerequisites for waiver of Course 188, and can utilize the initial review portion of Course 189 to update their academic backgrounds.

Security Clearance: None.

Course Title: BASIC QUANTITATIVE METHODS IN COST ANALYSIS 188 (JT)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio

Length: 18 Class Days

Purpose: To develop a basic understanding of the quantitative subjects used in cost estimating and cost analysis.

Scope: The range of topics covered extends from fundamental algebraic operations and elementary statistics to probability, sampling theory, interval estimates, behavior patterns, slope, linear equations, learning curve theory, simple linear regression, variance analysis, and tests of significance. Subject coverage stresses concepts and techniques, using government related illustrations wherever possible.

Prerequisites: A need for and interest in the foundation subjects of mathematics, statistics, and regression required for competence in cost estimating and cost analysis. Course is designed for military officers and equivalent grade civilian personnel engaged in cost estimating. Minimum quantitative preparation needed is the recent successful completion of either a course in college algebra or one in elementary statistics.

Security Clearance: None.

Course Title: ECONOMIC ANALYSIS FOR DECISION MAKING (JT) 7A–F10

Location: AMETA, Rock Island, Illinois

Length: 2 Weeks

Purpose: This course is designed to provide enrollees with the concepts and economic analysis techniques useful in evaluating cost impacts on an organization prior to a final management decision.

Scope: The principles and techniques taught will provide a basis for selecting among alternatives a course of action which is most cost effective when considering proposed investments. Emphasis is placed on the adaptation of general business practices to interrelate with current Department of Defense and Federal Government policies and guidelines. Through lectures and work sessions, attention is focused on the development and use of cost and other related data specifically needed to predict the future behavior of costs. Topics include analytical decision making, applied decision theory, classification and measurement costs, time value of money, cost benefit analysis and other basic techniques for comparison of alternatives.

An understanding is developed through the application of models frequently employed in the resolution of problems in the area of maintenance, resource allocation, scheduling, inventory, and capital equipment selection and replacement. Major emphasis is on the use of existing models and not on the mathematics of model building.

It is not the purpose of this course to consider the routine techniques used in the analysis of cost data generated by the regular accounting function.

Prerequisites: This course is designed for the manager or analyst who must evaluate alternative proposals and reach a decision on the economic expenditure of resources in production, procurement, engineering and administration, and for staff personnel (e.g., industrial engineers, management analysts, and systems analysts) who are charged with the responsibility for making recommendations on the utilization of resources based on sound economic principles. Satisfactory performance in this course is highly unlikely without proficiency in fundamental algebraic techniques and comprehension of concepts expressed by mathematical symbols. Enrollees are advised to review these fundamentals prior to attendance. It is suggested that enrollees bring slide rules or small hand calculators to the course. Priority is given to GS-11 and above (or their equivalents).

Course Title: FINANCIAL MANAGEMENT FOR MANAGERS (JT) 7D–F7

Location: AMETA, Rock Island, Illinois

Length: 1 Week

Purpose: This course is designed tc improve the financial management ability of operating managers by providing the knowledge necessary to improve the decision-making process in resource utilization and allocation. Emphasis is placed on a general understanding of current financial management practices within the executive branch of the government.

Scope: Financial management theory, concepts, principles and practices are studied and discussed in relation to the responsibility of a manager. The relationship of financial management to the total resource management system is studied for total integration. The course covers the subject blocks of the management process, finance and accounting practices rela-

tive to the operating manager, decision making and the use of financial data, measurement, analysis and reporting techniques, various financial management systems and their purposes, the integration of the financial system into the management information system, the planning, programming, and budgeting systems (PPBS), and the requirements and usage of resource management.

Prerequisites: This course is designed for managerial personnel who are responsible for the effective usage of financial resources and have a requirement to relate financial resource information to other resources (i.e., equipment, material and manpower). This course is not designed and, therefore, *not recommended* for finance and accounting personnel since it provides operating managers with an overview of financial systems. Preference for attendance will be given to personnel GS-9 (their equivalents) and above.

Course Title: MILITARY ACCOUNTING (7D-6101/541-F4) (AR)

Location: U.S. Army Institute of Administration, Fort Benjamin Harrison, Indiana 46216

Length: 4 Weeks, 3 Days

Purpose: To provide commissioned officers, enlisted personnel and Department of the Army civilian personnel with the knowledge and skills required by an accounting supervisor. Provides a general knowledge of Army Financial Management Accounting Systems and a working knowledge of the principles, rules, procedures and reporting of the operation and maintenance and family housing management appropriations. MOS for which trained: Commissioned officers—Accounting Officer (6101); Enlisted—None.

Scope: Provides a general knowledge of Army Financial Management Accounting Systems and a working knowledge of the principles, rules, procedures and reporting of the operation and maintenance and family housing management appropriations.

Prerequisites: Commissioned officers. Member of the Active Army or of a Reserve component. Must be assigned or under orders for assignment to a position requiring utilization of the training. Must have knowledge of the basic principles of accounting. No security clearance required. Obligated service for Active Army commissioned officers: None.

Enlisted Personnel: Grade E-5 or above. Member of the Active Army or of a Reserve component. Must have knowledge of the basic principles of accounting. Nine months or more of active duty service remaining after completion of the course. No security clearance required.

Civilian Personnel: GS-7 and above. Must have knowledge of basic principles of accounting. Must be assigned to a position requiring utilization of this training. No security clearance required.

Special Information. Civilian personnel attending this course must not have attended the Accounting Specialist Course, 541-73D20.

Course Title: MILITARY COMPTROLLERSHIP (7D–2800) (AR)

Location: U.S. Army Institute of Administration, Fort Benjamin Harrison, Indiana 46216

Length: 7 Weeks, 1 Day

Purpose: To provide commissioned officers and civilian personnel with a working knowledge to assume initial duty as comptrollers or deputy comptrollers at the installation level. MOS for which trained: Comptroller (2800).

Scope: Instruction is provided on the foundation for comptrollership, aids and techniques for comptrollership, function of comptrollership, and fundamentals of accounting and automated financial systems.

Prerequisites: Commissioned officers. Member of the Active Army or of a Reserve component in the grade of major or above. Must be assigned or under orders for an assignment to a position of comptroller, deputy comptroller, or the head of operating element responsible for programing and budgeting, review and analysis, internal review, finance and accounting, or management engineering or to a position which requires a knowledge of the area of comptrollership. No security clearance required. Obligated service for Active Army commissioned officers: None.

Civilian Personnel: GS-11 or above. Must be assigned to a position of comptroller, deputy comptroller, or the head of the operating element responsible for programing and budgeting, review and analysis, internal review, finance and accounting, or management engineering. No security clearance required.

Course Title: PLANNING, PROGRAMMING AND BUDGETING SYSTEMS (7D–6302/541–F2) (AR)

Location: U.S. Army Institute of Administration, Fort Benjamin Harrison, Indiana 46216

Length: 4 Weeks

Purpose: To provide commissioned officers, warrant officers, senior noncommissioned officers, and Department of the Army civilian personnel with a working knowledge of the principles, procedures, and techniques of installation programing and budgeting. To provide a general knowledge of Department of Defense and Department of the Army financial management systems. MOS for which trained: Commissioned officers - Program/Budget Officer (6302); Warrant officers - none; Enlisted - none.

Scope: Planning, programing and budgeting (PPB) principles and applications; accounting systems related to PPB systems, statistics for budget development, quantitative budget analysis and presentation; MCA programing and budgeting, stock fund budgeting, and Command Resource Requirement (CORR) budgeting.

Prerequisites: Commissioned officers and warrant officers: Member of the Active Army or of a Reserve component, who is assigned or under orders for assignment to a position which requires utilization of knowledge of programing and budgeting. No security clearance required. Obligated service for Active Army commissioned or warrant officers: None.

Enlisted Personnel: Grade E6 or above. Nine months or more of active duty remaining after completion of the course. No security clearance required.

Civilian Personnel: DA civilians at grade GS-5 or above. Must be assigned to a position which requires a knowledge of programing and budgeting. No security clearance required.

Course Title: PROFESSIONAL MILITARY COMPTROLLER COURSE (AF)

Location: Air University Institute for Professional Development (AUIPD), Maxwell AFB, Alabama 36112

Length: 8 Weeks

Purpose: To develop in selected personnel an understanding of the role of the Comptroller as a staff officer and the head of a management service organization; provide the student with a working knowledge of the concepts, principles, policies, and techniques related to the effective and efficient management of resources; and provide the student with the professional qualifications necessary for him to function effectively as the Comptroller at both the departmental and operating levels.

Scope: Contributes to the professional development of senior military or civilian officials who serve as or have been selected to serve as Comptrollers or as key officials within a Comptroller organization. Contributes to the development of financial management expertise of senior military or civilian officials who are assigned to functional areas outside the Comptrollers or as key officials within a Comptroller organization. Contributes to the development of financial management expertise of senior military or civilian officials who are assigned to functional areas outside the Comptroller organization and as principal users are responsible for the management of Air Force resources. Provides students with an understanding of financial controls operating within the federal government; legal basis and responsibilities of the Comptroller; major aspects of the U.S. economic system; influences that affect financial policies and environment in which the Comptroller must function; capabilities, potentialities, and limitations of the computer as a management tool; analytical tools, techniques, and methods that can be used to facilitate management decisions; underlying accounting theories, principles and concepts upon which the financially based system of the Air Force have been developed; purpose, objectives and features of systems which have been developed to manage national security resources; and an awareness of the Comptroller's role in the operation of management systems.

Prerequisites: Major, GS-13 or above (captains and GS-11s and 12s may be accepted on an exception basis); actual or anticipated assignment as comptroller, deputy comptroller, or assistant comptroller at wing/group or higher levels or as the head of a branch, division or directorate in the comptroller staff at intermediate command headquarters or higher; and resource managers outside the comptroller field who may be admitted on a limited basis. Fully qualified comptroller area AFSC or skill specialty or a baccalaureate degree in business administration or related field; and at least 3 years career retainability at time of selection. The class composition will normally be 15 Army, 15 Navy, 28 Air Force, and 2 other DOD students. SECRET security clearance. Orders should reflect security clearance.

SECTION 4

COURSE DESCRIPTIONS

INDEX F

INDUSTRIAL MANAGEMENT

Course Title: DATA MANAGEMENT OFFICER 390 (AF)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio

Length: 8 Days

Purpose: The purpose of this course is to train Air Force personnel who have been assigned to manage the acquisition and use of contractor data for specific systems or command data management programs in accordance with the principles, policies and procedures prescribed in AFR 310-1.

Scope: The course is applicable to management of all data and information contractually acquired from industry. The framework of the course is based on the data management policies and procedures prescribed in AFR 310-1, AFSCR and AFLCR 310-1. The course content starts with a discussion of the scope of data management followed by the role of data managers, data control measures and command focal points. Explanation of the policies and procedures of AFSCR 310-1 and AFLCR 310-1 and an introduction to the use of the authorized data list, TD-3 is provided. Following these introductory subjects, the functions of the data users and their data needs are discussed, e.g., provisioning, configuration management, engineering data, etc. In addition, details directly concerning the data management function are presented, e.g., rights in data, quality assurance, deferred acquisition, contracting implication, etc. Teaching methods include lectures, workshops and seminars.

Prerequisites: Students should have actual or anticipated assignment to a responsible management position in contractor data management. Individuals nominated must have demonstrated high potential for managerial development and should process actual on-the-job related experience in data management. Grade level: Commissioned Officer or GS-9 and above.

Security Clearance: None required.

Course Title: DIMES ANALYST BASIC (JT) 7A–F19

(Works Methods and Standards)

Location: AMETA, Rock Island, Illinois

Length: 5 Weeks

Purpose: The specific course objectives are to provide the enrollee with the skills necessary to: analyze and design work methods and procedures, establish non-engineered work meas-

urement standards, establish engineered work measurement standards, and design and use a work measurement hierarchal structure that will support the information needs of the management processes of budgeting, manpower control, and work planning and control.

Scope: The enrollee is presented a definitive concept of the Management Process to give him an understanding of the on-going activities of management. Within the framework of this Management Process, the Work Measurement Standards and Methods efforts can be analyzed in detail and related to the total management effort.

Thorough grounding is provided in various techniques employed in methods improvement and work measurement. Topics in the methods portion of the course include cost analysis, work sampling, value engineering, process analysis, operations analysis, and multi-activity analysis. Facility layout and materials handling are also considered. Through lecture and practical exercises, the enrollee develops skill in analyzing, designing, developing, and presenting improved methods dealing with the flow of work, man activities, man-machine relationships, and crew activities.

The work measurement portion of the course concentrates on the development of work measurement standards. Major emphasis is given to engineered standards, e.g., direct time study, rated work sampling, standard data systems, and predetermined time systems. Consideration is also given to development of non-engineered standards and standards for intermittent work flow. Topics include technical and professional estimates, statistical standards, simulation, and waiting line techniques. These approaches are discussed as a means of handling work measurement in areas not readily adaptable to engineered standards.

Prerequisites: The course is designed for persons presently engaged in, or soon to be assigned to, methods study and work measurement activities. This course is not designed for supervisory personnel nor staff personnel who require an appreciation of methods improvement and work measurement. Experience has shown that satisfactory performance in this course is unlikely without proficiency in basic statistics and algebra; mathematical symbols, handling of decimals, fractions, and simple equations, and plotting of statistical data. Where this proficiency does not exist, an opportunity should be provided to the enrollee to develop these skills prior to assignment to the class.

NOTE: At the option of a Service, courses conducted by AMETA accredited service instructors may be reduced to 160 hours (4 weeks) if training in service applications is provided under another training arrangement. AMETA must be advised in advance of the exercise of such an option each fiscal year.

Course Title: METHODS-TIME MEASUREMENT (MTM) (JT) 7A–F24

AMETA, and Field Locations

Length: 3 Weeks

Purpose: This course is designed to provide the enrollees with a working knowledge of the Methods-Time Measurement Technique for establishing engineered standards.

Scope: A standardized course of instruction developed by the Methods-Time Measurement Association (a nonprofit organization) and presented by a qualified and certified MTM practitioner. The course covers procedures to be used in the study and analysis of work motions, and in the assigning of proper time value to each basic motion. Specific items covered include:

Developing and improving methods

Establishing production time standards

Developing standard data

Using MTM data for estimating and scheduling

Using MTM data for training operators

General Purpose Data (GPD) familiarization

MTM-2 and MTM-3 familiarization

The final examination for this course is a standardized test and will be graded by the MTM Association. Enrollees who achieve a passing grade on this examination will then receive a certificate of recognition as an MTM applicator from the MTM Association.

Prerequisites: This course is designed for persons presently engaged in (or soon to be assigned to) the methods study or work measurement activity and who will be assigned to activities requiring the application of Methods-Time Measurement (MTM). This course is not designed for supervisory and staff personnel who require an appreciation of methods improvement or work measurement.

Course Title: ORGANIZATION CONCEPTS FOR TOP MANAGEMENT (JT) 7A–F9

Location: AMETA, Rock Island, Illinois

Length: 2½ Days

Purpose: This workshop is designed to provide the top manager with a comprehensive view of the state of the art in organizational practices and applications; to create an awareness of various concepts, theories, and proposals concerning organizational development; and to assist the manager in relating academic and practical experiences obtained from leaders in organizational design.

Scope: Topics provide insight into theories, practices, and trends in organization planning and management. Recent concepts are explored and their relationship to the technology of governmental organizations will be discussed. Speakers from industry, government and universities offer half-day presentations and discussions of such areas as building an appropriate organization structure, psychological and sociological aspects of organizations, management of human resources, development programs and staffing of organizations.

Prerequisites: This workshop is designed for executive personnel who have a significant impact upon the organizational structure and effectiveness in their activities. Military rank of O-5 and civilians GS-14 and above (or equivalents) are eligible for enrollment. Consideration for enrollment will be given to lower graded personnel with appropriate responsibilities when class size permits.

Course Title: ORGANIZATION PLANNING (JT) 7A–F8

Location: AMETA, Rock Island, Illinois

Length: 2 Weeks

Purpose: This course is designed to provide the enrollees with a knowledge of the fundamental concepts, principles and techniques of systematic organization planning and design. Social changes, significant trends and the impact of the behavioral sciences will be reviewed to ena-

ble the enrollee to better understand the framework of operation for modern day organizations.

Scope: Organizational theory, development, principles, analysis, charting and improvement are discussed to provide the student with the facility to develop and analyze organizational structuring and relationships. Subject presentation and discussion include principles of departmentation, line and staff relationships, delegating authority and responsibility, preparation of staffing guides, and final design of the organizational structure. A significant portion of class time is devoted to realistic applications which are studied and improved to permit application of techniques by the class attendees.

Prerequisites: This course is designed for line and staff personnel who perform organizational studies or whose general duties require a working knowledge of organization planning. It is essential in the development program of a management analyst. Priority will be given to civilian personnel in the grade of GS-9 and above and military equivalents. The candidate should have had job assignments that will enable him to comprehend and apply organizational planning techniques.

Course Title: REAL TIME SYSTEMS (JT) 7A–F16

Location: AMETA, Rock Island, Illinois

Length: 2½ Days

Purpose: This workshop is designed to provide a general understanding of the planning, design, management, and impact of Real Time Systems at Government installations so that top management may better react to this type of data automation.

Scope: This course devotes an orientation session to establish common definitions and a general understanding of Real Time Systems. A basic understanding of these systems is established as well as an exchange of considerations, problems, concepts, and economics associated with Real Time. Video Display and printed inquiry devices as parts of a Real Time System will be discussed as well as the computer and communications systems. Emphasis will be made on the planning, design, efficiencies, problem areas, and economics in the use of Real Time Systems.

Prerequisites: This workshop is designed for top managers who are, or will become, involved in the application of Real Time Systems to Government operations. Military rank of O-5 and civilians of GS-14 and above (or equivalents) are eligible for enrollment. Consideration for enrollment will be given to lower graded personnel with appropriate responsibilities when class size permits.

Course Title: SEMINAR FOR CHIEFS OF MANAGEMENT ENGINEERING FUNCTIONS (JT) 7A–F6

Location: AMETA, Rock Island, Illinois

Length: 2 Weeks

Purpose: This seminar is designed to examine the planning and direction of the management engineering function.

Scope: Topics include the historical development of the management engineering function, the role of management engineering in the Fed-

eral Government, the functions of industrial engineering, organization and development of the management engineering office, the management improvement program, and new techniques. Selected guest speakers from industry or government will discuss the role of management engineering in their organizations. Project work will be assigned to each enrollee to enable study, discussion and presentation of assigned problems.

Prerequisites: This seminar is designed for personnel actively engaged in the supervision of management engineering personnel. Priority will be given to chiefs of management and management engineering offices. The enrollee is required to bring data with him that will enable him to plan the management office functions for the current and future fiscal year (especially helpful are mission statement, organization and manning tables, long-range planning information, scheduling and performance standards, job descriptions, and internal development program).

Course Title: STANDARD TIME DATA (JT) 7A–F17

Location: AMETA, Rock Island, Illinois

Length: 2 Weeks

Purpose: This course is designed to provide training in the latest principles and techniques of work measurement in the development of standard time data.

Scope: Course content includes the place of standard time data in the standard program, the procedure for developing standard time data, and methods for control of the program. Projects using the various work measurement and data presentation techniques enable the student to learn how to develop and present standard data. Emphasis is placed on the analysis of time data for manipulative, machine-controlled, and process-controlled parts of the work cycle. The course treats the establishment of standard time data as the design and analysis of time measurement experiments.

Prerequisites: This course is designed for methods and standards supervisors and senior technicians actively engaged in developing engineered standards of performance and possessing basic training in the methods and standards area. Persons chosen to attend this course must have successfully completed a basic course in Work Methods and Standards including a recognized predetermined type system, i.e., MTM, WF, BMT, OPAT, and have a minimum of six months' experience in the development of engineered standards subsequent to the basic work methods and standards course. Experience has shown that satisfactory performance in this course is unlikely without a review of basic algebra prior to attendance.

Course Title: SYSTEMS AND PROCEDURES ANALYSIS (JT) 7A–F18

Location: AMETA, Rock Island, Illinois

Length: 2 Weeks

Purpose: This course is designed to provide the enrollees with an understanding and a working knowledge of the techniques employed in analyzing, evaluating, designing, and improving

administrative systems and procedures required for the effective management of information.

Scope: Topics include a review of the functions of management to clearly define the role of systems and procedures in these areas: a discussion of the systems function, an introduction to the phases of a systems and procedures project, a detailed explanation of the management of a systems and procedures project and the techniques used in systems analysis, procedures analysis, forms, reports, and records analysis, layout and space planning, and procedure writing, the impact of automation, tools and techniques required for the proper preparation and presentation of systems proposals to management, the role of the analysts in implementing and following up system proposals. These and related topics are discussed and a substantial amount of class time is devoted to practical exercises where enrollees apply the analysis and design techniques to realistic situations through the use of case problems.

Prerequisites: This course is designed for military and civilian personnel who devote a substantial amount of time analyzing and developing administrative systems and procedures which encompass more than one organizational element (e.g., management analysts, systems analysts, administrative assistants, manpower control specialists, etc.). Priority will be given to personnel in grades GS-7 and above and military equivalents.

Course Title: WORK METHODS AND STANDARDS APPRECIATION (JT) 7A–F20

Location: AMETA, Rock Island, Illinois

Length: 1 Week

Purpose: This course is designed to provide the enrollees with an appreciation of the basic techniques of methods study and work measurement, their relationship to the management process, and line supervision.

Scope: This course includes a study of the basic principles of methods improvement to cover the flow of work, man activities, and man-machine relationships. Emphasis is placed on a logical and systematic approach to methods study problems taking full cognizance of the human relations involved. The theory of and the techniques used in work measurement are discussed. The important steps used to set engineered time standards by use of direct time study, predetermined time systems, and work sampling are presented to the enrollees. The relationship of the work methods and standards functions to other management functions is examined to provide the enrollees with a knowledge of the basic requirements and elements for a successful work methods and standards program.

Prerequisites: This course is designed for supervisors of mission (line) activities and staff personnel whose work requires a general understanding of methods improvement and work measurement. It is not intended for the technician engaged in methods improvement and work measurement studies or supervisors of these functions.

Course Title: WORK PLANNING AND CONTROL APPRECIATION (JT) 7A–F22

Location: AMETA, Rock Island, Illinois

Length: 1 Week

Purpose: This course is designed to provide the enrollees with an appreciation of the techniques of work planning control, their relationship to the management process, and line supervision.

Scope: This course is designed to acquaint the enrollees with the principles and fundamentals of sound work planning and control as applied to various types of activities. The importance and interrelationships of such subjects as forecasting, job acceptance, product and process planning, material control and management, tool control, routing, scheduling and loading, dispatching, progress reporting and corrective action are discussed. The relationship of work planning and control functions to other management functions is examined.

Prerequisites: This course is designed for those whose work requires a general understanding of a work planning and control system. It is not designed for personnel responsible for the design or use of techniques in a work planning and control system.

Course Title: WORK PLANNING AND CONTROL SYSTEMS (JT) 7A–F21

Location: AMETA, Rock Island, Illinois

Length: 3 Weeks

Purpose: This course is designed to provide the enrollees with a knowledge of the principles and fundamentals of sound work planning and control systems as applied to various types of activities.

Scope: The importance, interrelationships, and techniques of the following work planning and control activities are discussed: forecasting, job acceptance, product planning, process planning, time estimating, general resource planning, and allocation, dispatching, and various aspects of control. Major emphasis is placed on relating these activities by informational links so that the work planning and control activities function as an effective information system.

Approaches to designing or redesigning work planning and control systems are included in the course. In discussions on the operating work planning and control system, a number of specialized techniques are presented. These include statistical forecast control, line of balance, network based management techniques, value engineering, work measurement, break-even analysis, economic order quantity determination, and computer applications in work planning and control. Each student is assigned to develop a written course project to relate subject matter to his own work environment or, as an alternative, student may be assigned to do a library research project on a course-related topic of special interest to him.

Prerequisites: This course is designed for personnel requiring training in the design or operation of sound work planning and control systems in all types of installations and activities. Training in work planning and control operations would be useful for planners, schedulers, and estimators; storage, equipment and industrial specialists; and immediate supervisors of the aforementioned staff personnel. Training in work planning and control design would be useful for industrial engineers and management analysts and division chiefs and branch chiefs who are involved in revising and improving a work planning and control system.

This course is not designed for supervisory personnel (section chiefs, foremen, lead men, etc.) and staff personnel associated with the functions of manpower, procurement, budgeting, quality control or cost control who require an appreciation of a work planning and control system.

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COURSE DESCRIPTIONS

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MAINTENANCE MANAGEMENT

Course Title: AF BASE LEVEL MAINTENANCE MANAGEMENT 212 (AF)

Location: AFIT/SL, Wright-Patterson Air Force Base, Ohio

Length: 12 Class Days

Purpose: To enhance the effectiveness and efficiency of maintenance managers responsible for the accomplishment of base level maintenance; specifically, to help the student improve his understanding of, and skill in the use of, management and maintenance management tools.

Scope: The course is composed of two interlocking parts: management and maintenance management. Maintenance management topics include: Department of Defense and Air Force maintenance policies; AF maintenance management information systems (manpower management, maintenance data collection, repair cycle asset control, configuration control, and equipment readiness) and interfaces with supply and data automation. Management topics include: concepts, communication and delegation, decision-making, motivation and leadership. Teaching methods used include: lecture-discussion, workshops, case studies, and computerized simulations.

Prerequisites: Air Force Officers (through O5) and civilian equivalents in maintenance managerial positions in one of the following maintenance career fields: communications/electronics, aircraft, avionics, munitions or missiles. Six months field experience in base level maintenance is required. Priority for selection is given to field grade officers.

Security Clearance: None required.

Course Title: INDUSTRIAL MAINTENANCE MANAGEMENT 222 (JT)

Location: AFIT/SL, Wright-Patterson Air Force Base, Ohio

Length: 18 Class Days

Purpose: This course is designed to further the professional development of military officers and Department of Defense civilian personnel who are concerned with depot/industrial/rework levels of maintenance management.

Scope: This is a joint service course which is

designed to further develop mid-managerial level skills within the Department of Defense depot system. The major emphasis is placed upon applying the principles of industrial management for more effective and efficient support of the operational combat forces. The course stresses the concepts and principles of industrial management as applied to the military maintenance functions and relates concepts to the planning process as well as to optimum utilization and control of maintenance resources. Applications of automation to industrial management and the fundamentals of integrated system design and implementation are given considerable attention throughout the course. The curriculum provides for the analysis of concepts concerned with improved maintenance/industrial production operations.

Prerequisites: Nominees should be currently assigned to a depot/industrial/rework maintenance activity in a managerial/supervisory capacity. Individuals nominated should have at least two years of experience in depot level maintenance with sufficient professional depth to contribute significantly to their own development and to the course objectives. Commissioned Officers: Members of the active service in grade of O3-O5. Civilian Personnel. GS-11 or wage board foreman of equivalent grade or above with career conditional status.

Security Clearance: None required.

Course Title: INITIAL PROVISIONING 150 (AF)

Location: AFIT/SL, Wright-Patterson Air Force Base, Ohio

Length: 13 Class Days

Purpose: This course is designed to fill three specific needs: orientation, career enhancement and professional currency. Orientation is directed to personnel requiring a basic understanding of Air Force provisioning, especially those who are newly assigned or associated with some aspect of logistic support of a system or equipment during its initial phase of operation. Career Enhancement is directed to broadening the management outlook and career potential of individuals already assigned provisioning responsibilities in a particular functional area by increasing their appreciation and knowledge of the overall provisioning process. Professional Currency is directed to the continuing education of all attendees by coverage of the current Department of Defense concepts, philosophies and the projected efforts to improve initial provisioning, specifically as implemented and planned by the Air Force. Each of the three areas of instructional coverage is designed to be mutually supporting in theme and relationship.

Scope: The course examines current provisioning policies and management procedures, emphasizes the interrelationships and interdependencies of logistic functions and discusses new concepts, techniques and interservice applicability. Attention is focused on the management aspects of provisioning and its impact on system support as opposed to a detailed coverage of operating procedures. Emphasis is placed on the flow of the provisioning process to insure a sound understanding of the normal sequence of events which occur in provisioning an end item of equipment. Instructional methods include participative concepts as well as lecture/discussions to permit the experience and background of students to contribute to the learning process. A computer assisted simulation exercise is conducted in which students play the roles of staff and technical personnel participating in major segments of the provisioning process and initial support environment.

Prerequisites: Preference is given to civilian personnel, GS-9 and above, and military officers, grades O1-O5, in using, support and participating activities, who have direct or indirect responsibilities for initial provisioning.

Security Clearance: None required.

Course Title: MAINTENANCE MANAGEMENT (8A–F3) (AR)

Location: USALMC, Fort Lee, Virginia 23801

Length: 6 Weeks

Purpose: To provide professional development of selected military and civilian personnel in mid-level management positions who are concerned with management of the Department of the Army maintenance system.

Scope: The course covers all aspects of the Army maintenance system as an integral part of the Department of Defense (DOD) of the Army logistics system. It includes plans, programs, and budgets as they relate to maintenance, control systems, control techniques, management of maintenance operations, the relationship of maintenance to other activities, and the importance of the human element in management.

Prerequisites: Nominees must (1) have a high school education; (2) be currently assigned in a logistics capacity at the mid-management level or higher; (3) be sufficiently experienced in the functional area of the course to comprehend the terminology and techniques employed in the conduct of the instruction.

Military Personnel: Officers must be a member of the active services, O-4 or above, selected Warrant Officers, CWO-3 or above, and selected members of the Noncommissioned Officers Logistics Program. Military personnel should have 2 years of active duty remaining after completion of the course.

Civilian Personnel: Civilians must be in grade GS-9 or above with career or career-conditional status, having 5 years of work expectancy with the Government remaining after completion of the course.

Security Clearance Required: Secret

Course Title: MAINTENANCE MANAGEMENT AND INFORMATION SYSTEMS 210 (JT)

Location: AFIT/SL, Wright-Patterson Air Force Base, Ohio

Length: 13 Class Days

Purpose: This course is designed specifically for maintenance managers who are responsible for directing maintenance activities in accomplishing Post/Field Army/Ship/Base level maintenance (basically organizational and intermediate levels). Its purpose is to enhance the on-the-job effectiveness of these personnel to assure accomplishment of the maintenance mission with minimum expenditure of resources.

Scope: Major emphasis is placed on:

a. Determination and understanding of the maintenance mission.

b. Study of the philosophies and concepts of management as applied to maintenance.

c. Understanding the role of maintenance management in logistics and the relationship that exists with other functional areas.

d. Management determination of need for and analysis of maintenance information.

The objective of this course is to have the student understand the principles upon which the maintenance management system is based. The understanding of these principles and their application provides for effective analysis of current management problems.

Teaching methods require student participa-

tion. They include lecture-discussions, workshops and computerized simulations.

Prerequisites: Officers in the grades of O3-O5 and civilians GS-11 or above of all services who hold responsible positions in the mid-managerial levels of maintenance.

Security Clearance: None required.

Course Title: MAINTENANCE MANAGEMENT ORIENTATION 242 (JT)

Location: AFIT/SL, Wright-Patterson Air Force Base, Ohio

Length: 5 Class Days

Purpose: To acquaint operational/tactical Commanders, their senior officers (O5-O7) and equivalent civilian personnel with the maintenance management function and its role in supporting operational commanders.

Scope: This course provides a broad overview of DOD equipment maintenance policies and management objectives including their implementation by the military departments. It introduces the student to maintenance management and the contribution maintenance should make to the overall operational program of the DOD and military departments by emphasizing the relationship of maintenance to operations. It provides the operational/tactical commander with a clear picture of the resource impact created by the maintenance operation, the various alternatives for minimizing maintenance requirements and problems, and the informational needs necessary for effectively evaluating and measuring maintenance performance.

Prerequisites: Military O-5 and up; Civil Service GS-14 and up. Participants should occupy or be ordered to command or key staff positions in which a familiarity with equipment maintenance is desired. The course is not designed for persons with extensive maintenance or logistics background experience.

Security Clearance: None required.

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PRODUCTION MANAGEMENT

Course Title: DEFENSE SPECIFICATION MANAGEMENT (8D–F1) (JT)

Location: USALMC, Fort Lee, Virginia 23801

Length: 2 Weeks

Purpose: To provide instruction for management personnel who in the performance of their assignments are required to make decision that govern and relate to the development, preparation, or use of military and Federal specifications.

Scope: Covers DOD management concepts and policies that are involved in the development, preparation, and use of military and Federal specifications. Includes the functions and utilization of specifications, the role of specifications in procurement, policies, and techniques of quality assurance and inspection and the packaging and packing requirements of specifications.

Prerequisites: Each prospective student must be currently serving in or anticipate an assignment to a managerial or supervisory position in a procurement office, an inspection or quality control activity, or to a position wherein the incumbent has or will eventually have significant responsibility for design engineering, writing specifications, or other relative phases of product development.

Military Personnel: Commissioned officers on active duty in grade of O-3 or above who are currently serving in or on orders to an assignment that requires specification management training and have at least 1 year of potential service subsequent to completion of the course.

Civilian Personnel: Personnel in a career or career-conditional status in the grade of GS-9 or higher with at least 3 years of future Federal employment subsequent to completion of the course. In addition, personnel in the grade of GS-7 who are college graduates and currently enrolled in an Intern or Apprentice Program are also eligible as students in this course of instruction.

Security Clearance Required: None

Course Title: PRODUCTION MANAGEMENT I 269 (JT)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio 45433

Length: 34 Class Days

Purpose: This course is designed to improve the effectiveness of Industrial Specialists and Production Officers.

Scope: The course content includes a study of industrial organizations and operations, management of raw materials, inspection and quality control. Also included is a study of contract pre-award and post-award activities, production planning and control techniques, and advancements in manufacturing technology. Three weeks of the course is centered in an industrial plant. Throughout the course, emphasis is placed upon government-contractor relationships and accepted behavior in these relations. Teaching methods include lecture-discussions, workshops, management simulation games, data processing, and computer assisted decision making.

Administrative Information: For a three-week period of this course pairs of students are assigned to selected industrial facilities throughout the United States to observe and analyze industrial management of manufacturing plants. Quarters are not available at these plants nor is local transportation as a general rule. Authorization is necessary to complete the "in-plant" phase of the course and personnel orders must reflect this fact. For this reason, the following statement must be included on the student's travel orders:

"Travel authorized away from WPAFB for three weeks and return including use of GSA or commercial rental car, if needed, as designated by the Dean, School of Systems and Logistics, to complete the on-location phase of the course at an industrial facility where quarters are not available. When presenting final voucher, the student will present a letter from the Dean indicating the plant to which the student was assigned and whether car rental or TPA was authorized including daily minimum mileage required."

Explanation: Students are encouraged to travel POV when attending this course. However, AFIT will only authorize reimbursement *not to exceed the cost of common carrier* between their home installation, WAFB, and return.

Students who do travel POV to WPAFB will be further encouraged to utilize their private automobiles for travel to and from the plant site, during the three weeks while on-site, and permit one or more students to ride as passengers during this phase. Students who agree to carry passengers during the "in-plant" phase will be authorized reimbursement at a rate which is considered to be more advantageous to the government (TPA) for that portion of the travel.

An advance payment not to exceed $500.00 should be made to each student, as he must live four weeks at WPAFB, where quarters are available and three weeks near an industrial facility where quarters are not available.

The student cannot receive an advance at WPAFB Finance Office unless this payment is authorized in the orders. Students can receive accumulated partial pay at WPAFB before leaving for the "in-plant" phase, but this frequently takes class time, causes delays, and is inconvenient. It would be more convenient for the student to receive sufficient advance pay from his own Finance Office.

Because of the extensive prior arrangements with industrial facilities participating in the three-week "in-plant" phase, the student's DD Form 1556 should reach the Registrar in the School of Systems and Logistics at least 30 days prior to commencement of any specific course offering.

Prerequisites: Officers O-1 and above, and civilians GS-7 and above who are currently assigned as industrial specialists, production specialists, or Contract Administrators.

Security Clearance: SECRET required.

Course Title: PRODUCTION MANAGEMENT II 279 (JT)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio

Length: 13 Class Days

Purpose: The objective of this course is to further the effectiveness of management performance by production personnel.

Scope: This is an advanced course designed to take fully qualified industrial specialists and other production management related personnel from across the DoD spectrum and make them better managers. Through simulations, workshops, seminars, studies and field trips, the course develops an understanding of the value of prompt individual action, the making of sound decisions, the effects of these decisions on others, and the importance of innovation. Although both pre- and post-award contract activities are covered, emphasis is placed on the post-award functions of the industrial specialists and his interface with ACO's, PCO's, program managers, quality assurance representatives, industrial property officers, and corporate contract officials. Some of the subject areas covered are; management principles, characteristics, and applications; PERT and Line of Balance; operations research; and decision and problem analysis.

Prerequisites: Production personnel having a minimum of two years experience in production and currently assigned in that area or having successfully completed the Production Management Course. Officers in the grade of O-2 and above; civilians, GS-11 and above.

Security Clearance: None.

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COURSE DESCRIPTIONS

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SUPPLY MANAGEMENT

Course Title: DEFENSE ADVANCED INVENTORY MANAGEMENT (8B–F12) (JT)

Location: USALMC, Fort Lee, Virginia 23801

Length: 5 Weeks

Purpose: To provide advanced training for officers and civilian personnel charged with the management of materiel inventories of the Defense Supply System.

Scope: Course content ranges from the functions of the commodity manager (cataloging direction, requirements computations, procurement direction, distribution management, budgeting, rebuild, and disposal direction) to the latest organizational concepts of the Defense Supply System's strategic and logistics planning, programing, supply control, and financial management. Problems in human relations, application of proven management practices, communicative skills, decision-making and problem-solving techniques appear throughout the course.

Prerequisites: Individuals nominated must have successfully completed the Defense Inventory Management Course (8B-F11) at least 12 months prior to the opening date of this course, or have acquired equivalent knowledge in a logistics management assignment in the grade of O-4 or GS-11 or above for at least 1 year; have demonstrated high potential for managerial development; and be a high school graduate. A review course in general mathematics at the high school senior or college freshman level is desirable.

Military Personnel: Must be a member of the active services in the grade O-4 or above, with at least 1 year of active duty remaining after completion of the course. Officers must be presently in, or on orders to, a position requiring functional management knowledge, from acquisition through disposal of major and secondary items. Waivers for Chief Warrant Officers will be considered based upon individual circumstances.

Civilian Personnel: Must be in grade GS-11 or above with career or career-conditional status and a minimum of 3 years of Government employment expectancy remaining after completion of the course.

Security Clearance Required: None

Course Title: DEFENSE DEPOT OPERATIONS MANAGEMENT (8B–F10) (JT)

Location: USALMC, Fort Lee, Virginia 23801

Length: 6 Weeks

Purpose: To provide depot directorate level management instruction to qualified commissioned officers and civilian personnel assigned to Department of Defense (DoD) distribution systems. This course is designed to broaden the career development and enhance the performance and skills of the intermediate logistics manager in the wholesale depot system.

Scope: The management and operational aspects of the DoD distribution systems are studied with particular emphasis given to major depot functions of receipt, storage, care, distribution, and control of material. The relationship of these functions to the life-cycle management cycle is considered for application to, and association with, the integrated wholesale logistics system.

Prerequisites: Individuals nominated to attend this course must (1) have successfully performed in a supervisor's position or clearly demonstrated ability to perform in such supervisory capacity; (2) be of high caliber and have a potential for promotion; (3) be a high school graduate.

Military Personnel: Officers must be in the grade of Captain/Lieutenant (O-3) or above and a member of the active service with 2 years of active duty remaining after completion of the course. Officers must be presently in, or on orders to, a position requiring knowledge of a depot directorate's managerial responsibilities.

Civilian Personnel: Civilians must be in grade GS-9 or above with career or career-conditional status. Waivers are not required for management intern trainees.

Security Clearance Required: None

Course Title: DEFENSE INVENTORY MANAGEMENT (8B–F11) (JT)

Location: USALMC, Fort Lee, Virginia 23801

Length: 6 Weeks

Purpose: To develop and increase the understanding of officer and civilian managers of Department of Defense agencies in the management of material inventories. Management principles, techniques, and concepts are emphasized; rather than procedural details. Inventory management is related to the life cycle management of material. The course focuses on the item manager at the inventory control point. Emphasis is placed on developing ability to formulate sound inventory management decisions based on logical analysis of existing data.

Scope: The course concentrates on the integrated materiel management functions performed at inventory control points. The subjects covered range through the entire life cycle of materiel from the entry of new items into the Department of Defense inventory to ultimate disposal of surplus materiel. Special emphasis is placed on requirements planning and computation (peacetime and mobilization) for the various categories of items; and the management of these items through such tools as financial management, standardization, modernization, economic inventory principles and automated data systems. Mathematics, scientific techniques and logistical terminology are presented to the degree required to provide a common basis for understanding requirements computation and inventory management problems. Problems in human relations and the ap-

plication of management skills and practices, communicative skills, and problem solving and decision making techniques appear throughout the course, emphasizing their importance to management.

Prerequisites: Military and civilian personnel nominated for attendance must have an actual or anticipated assignment to an inventory management position. They must be individuals who have demonstrated high potential for managerial development and who have evidenced a sincere desire to improve their management skills. Each nominee must be sufficiently experienced in the functional area of the course to comprehend the terminology and techniques employed in the conduct of the instruction. They must be high school graduates and must have attained a passing grade for the preentry mathematics examination prior to attendance.

Military Personnel: Commissioned officers in the grade of O-2 or above. Waiver for chief warrant officers will be considered, based upon individual circumstances. All military personnel must have potential of 1 year of further active service after completion of the course.

Civilian Personnel: GS-7 or above with career or career-conditional status. Minimum of 3 years of work expectancy with the Government remaining upon completion of the course. GS-5 applicants with a bachelor's degree will be considered for waiver.

Security Clearance Required: SECRET.

Course Title: WAREHOUSE OPERATIONS MANAGEMENT (NV)

Location: Naval School, Transportation Management, Naval Supply Center

Oakland, California 94625

Length: 2 Weeks

Purpose: To provide the student with knowledge of the policies, principles, and practices thot pertain to storage, materials handling, preservation, packaging, and packing.

Scope: The course covers the study of Warehousing and storage planning and practices, Automated Material Handling Systems, material handling principles and processes, unit protection methods, and packing principles. In addition related document controls such as MIL STAMP are included. It is particularly designed for middle management potential or newly appointed civilian supervisors and military officers with a basic or no background in warehousing materials handling or packaging.

Prerequisites: Regular and Reserve Officers of the Armed Forces, supervisory civil service personnel, and selected enlisted personnel.

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COURSE DESCRIPTIONS

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TRAFFIC MANAGEMENT

Course Title: AIR TRAFFIC MANAGEMENT (NV)

Location: Naval School, Transportation Management, Naval Supply Center, Oakland, California 94625

Length: 2 Weeks

Purpose: To provide the student with knowledge of the capabilities and limitations of air transportation. To acquaint the students with the elements of air transportation, essentially from the user's point of view.

Scope: The instruction embodies a brief history of air transportation industry, a study of the role of regulatory agencies and trade associations and their effects upon the development of the industry, analysis of the principles of industry's economics and the economic considerations affecting users of air transportation services, techniques in use today and under development, air carrier tariffs, special services, review of current military air transport capability, survey of terminal operations, methods of handling air cargo, cargo documentation and new developments within these areas. All of these are oriented to the user's point of view.

Prerequisites: Regular and Reserve Officers of the Armed Forces, supervisory civil service personnel and selected enlisted personnel E-7 through E-9.

Course Title: AIR TRANSPORTABILITY (822–F10) (AR)

Location: U.S. Army Transportation School, Fort Eustis, Virginia 23604

Length: 2 Weeks

Purpose: To provide selected noncommissioned officers and specialists of all armed services with a working knowledge of unit air movement, and as unit air movement NCOs capable of planning, organizing and conducting air movement and/or operations for their respective organizations. MOS for which trained: None.

Scope: Air movement, aircraft characteristics, air movement planning, loading fundamentals, dangerous cargo, lashing fundamentals, shoring, manifesting, tactical airlift, helicopter loading, equipment preparation for air movement.

Prerequisites: Enlisted personnel in grade E-4 or above who have demonstrated instructional ability and whose duty, actual or anticipated, requires a working knowledge of unit air transportability. Nine months or more of active duty service remaining after completion of course. Standard score of 100 or higher in aptitude area GT with not less than a standard score of 100 on the Army Classification Battery Test AR. No security clearance required.

Course Title: AIR TRANSPORTABILITY PLANNED (8C–F2) (AR)

Location: U.S. Army Transportation School, Fort Eustis, Virginia 23604

Length: 2 Weeks, 2 Days

Purpose: To provide selected commissioned and warrant officers of all arms and services with a working knowledge of unit air movement and to qualify them as unit air movement officers capable of planning, organizing and conducting air movement training and/or operations for the units concerned. MOS for which trained: None.

Scope: Manifesting, tactical airlift, automated data systems, air movement, unit air movement planning, equipment preparation for air movement, loading fundamentals, dangerous cargo lashing, shoring, helicopter loading, Department of Agriculture reentry requirements.

Prerequisites: Commissioned officer in grade of major or below, or warrant officer, who is assigned or under orders for assignment to a position which requires a working knowledge of planning unit moves in connection with air-landed operations. No security clearance required. Obligated service for Active Army commissioned and warrant officers: None.

Special Information: Students are required to have outdoor fatigue uniform with combat boots and the appropriate seasonal duty uniform in their possession when reporting for this course.

Course Title: CARGO OFFICER (8C–0804) (AR)

Location: U.S. Army Transportation School, Fort Eustis, Virginia 23604

Length: 9 Weeks, 2 Days

Purpose: To provide commissioned officers with a working knowledge of the duties and responsibilities of a cargo officer in all transportation terminal units. MOS for which trained: Cargo Officer (0804).

Scope: General military subjects with emphasis on supervisory responsibilities; familiarization with nomenclature of vessels; rigging of ship's gear for cargo operations; types and utilization of modes of transport; air transportation operations; loading and lashing air cargo; helicopter external loading; aerial port operations; principles of proper stowage; procedures used in cargo planning; documenting cargo; practical training in stevedoring operations; fami-

liarization with port and terminal organization, operations, and planning; terminal operations in logistical resupply activities; new developments in this field. Familiarization with the principles of combat loaing; the Transportation Corps role in amphibious operations.

Prerequisites: Commissioned officer. Captain or below. Member of the Active Army or of a Reserve component who is assigned or under orders for assignment to a position as cargo officer. No security clearance required. Obligated service for Active Army commissioned officers: None.

Course Title: DEFENSE ADVANCED TRAFFIC MANAGEMENT (8C–F3)

Location: U.S. Army Transportation School, Fort Eustis, Virginia 23604

Length: 3 Weeks

Purpose: To provide further career development for senior staff and supervisory traffic management personnel. MOS for which trained: None.

Scope: To provide the student with an understanding of the organization, structure, characteristics, mission, functions, services, and problem areas of DoD single managers in transportation, military traffic management, regulatory agencies, transportation economics, carriers and carrier associations, small shipment services, and subjects of current and general interest.

Prerequisites: Government civilian employees in a grade equivalent to GS-11 and above and commissioned officers in grade O-4 and above in traffic management positions. No security clearance required. Obligated service for Active Army commissioned officers: None.

Course Title: GENERAL TRANSPORTATION ON REGULATED ITEMS (MTMTS–1) (JT)

Location: AMC Ammunition School, Savanna Army Depot, Savanna, Illinois

Length: 1 Week

Purpose: To provide senior level transportation personnel from all services general information pertaining to the transportation of regulated items.

Scope: Course content includes emphasis on regulations, planning, packaging, marking, labeling, loading, blocking, placarding, and documentation of ammunition, explosives and other dangerous article shipments by all modes of transportation.

Prerequisites: Candidates selected for attendance should be performing work at the senior level in some phase of transportation dealing with regulated items. Personnel should be familiar with Department of Transportation regulations as published by one of the issuing agents for the transportation industry in a numbered Tariff, and have a basic knowledge of military ammunition and dangerous articles.

Course Title: INSTALLATION TRAFFIC MANAGEMENT (8C–F4) (AR)

Location: U.S. Army Transportation School, Fort Eustis, Virginia 23604

Length: 4 Weeks

Purpose: To provide commissioned officers and Government civilian employees with a working knowledge of the economical and efficient performance of commercial and military traffic functions and to provide a general knowledge of the military transportation functions of an installation transportation officer. MOS for which trained: None.

Scope: Unit movements, DoD traffic management, travel allowances, movement of dependents, Government bill of lading, transportation requests and meal tickets, baggage allowance, storage selection, claims, documentation of HHG shipments, cargo security, unitization, MILSTAMP, freight classification rules, loading, blocking and bracing.

Prerequisites: Commissioned officer. Member of the Active Army or of a Reserve component, or Government civilian employee in a grade equivalent to GS-7 or above, who is assigned or under orders for assignment to installation transportation or allied duties, and who possesses sufficient technical knowledge to provide reasonable assurance of successful completion of the course. No security clearance required. Obligated service for Active Army commissioned officers: None.

Course Title: MARINE TERMINAL MANAGEMENT AND OCEAN TRANSPORTATION (A–8C–0011)

Location: Naval School, Transportation Management, Naval Supply Center, Oakland, California 94625

Length: 2 Weeks

Purpose: To provide the student with the general knowledge of the operation and management of a marine terminal and ocean transportation.

Scope: The instruction embodies general background information in marine terminal operations and management including study of harbor and port facilities, terminal through-put, stevedoring and stevedoring contracts, cargo space allocation within the terminal facilities, stevedoring and terminal cost estimating, and regulation. In addition general background information is provided on types of ships, services available, and routes of ocean carriers utilized by DoD activities.

Prerequisites: Regular and Reserve Officers of the Armed Forces, supervisory civil service personnel, and selected enlisted personnel E-7 through E-9.

Course Title: PERSONAL PROPERTY MANAGEMENT (HHG)

Location: Naval School, Transportation Management, Naval Supply Center, Oakland, California 94625

Length: 2 Weeks

Purpose: To provide the student with the technical knowledge and bibliography necessary to perform effectively in the household and personal property offices at the installation level.

Scope: The instruction embodies detailed instruction in entitlements, carrier selection, quality control, and carrier performance. In addition, documentation, tariff interpretation, claim procedures, and associated traffic management functions are stressed. These areas are reinforced through the use of case studies, problem solving, and tours.

Prerequisites: Regular and Reserve Officers of the Armed Forces, civil service personnel and selected enlisted personnel.

Course Title: SHIPLOADING AND STOWAGE

Location: Naval School, Transportation Management, Naval Supply Center, Oakland, California 94625

Length: 2 Weeks

Purpose: To provide the student with the technical knowledge necessary to preplan and supervise the loading, stowing, and discharge of a cargo ship.

Scope: The instruction embodies the study of cargo ships and loading techniques, stevedore contracts and labor relations, and cargo loss and damage prevention. The preparation of a tentative cargo stowage plan provides the student with knowledge of commodity characteristics, ship characteristics, cargo handling equipment, facilities, ship's stability, and a mathematical approach to be used in considering the above variables. Additionally, containerization and new developments in shiploading and stowage are discussed.

Prerequisites: Regular and Reserve Officers of the Armed Forces, supervisory civil service personnel, and selected enlisted personnel E-7 through E-9.

Course Title: TECHNICAL TRANSPORTATION ON REGULATED ITEMS (MTMTS–2) (JT)

Location: AMC Ammunition School, Savanna Army Depot, Savanna, Illinois

Length: 2 Weeks

Purpose: To provide junior level transportation personnel from all services detailed technical information pertaining to all phases of transportation of ammunition, explosives and other dangerous articles by all modes of transportation.

Scope: Course content includes emphasis on related organizations, regulations, procedures for shipment; shipment by motor vehicle, water, rail freight and express, and air; quantity distance and special consideration.

Prerequisites: Candidates selected for attendance should be performing work at the junior level in some phase of transportation dealing with regulated items, or senior level personnel requiring a refresher course in Department of Transportation regulations as published by one of the issuing agents for the transportation industry in a numbered Tariff.

Course Title: TRANSPORTATION OF DANGEROUS CARGO (AF) 30ZR6000–2

Location: Sheppard Air Force Base, Texas

Lenth: 2 Weeks

Purpose: This course is designed to provide specialized training for military and civilian personnel assigned to or projected for assignment to duty requiring the acceptance, handling, transportation, or storing of dangerous cargo.

Scope: Topics include rail, motor, water, air carrier and intermodal requirements for safe shipment of explosives and other dangerous articles. Inspection and quality control procedures for packaging, marking, labeling certification; loading, blocking and bracing dangerous cargo by all modes. Federal and military requirements for shipment and supervision of dangerous cargo operations. This course satisfies training requirements for personnel assigned responsibility for authentication of DD Form 1387-2, Special Handling Data/Certification.

Prerequisites: Entry is restricted to officers, enlisted personnel E-4 or above, and civilian equivalents who are assigned to or projected for assignment to duty requiring the acceptance, handling, transportation, or storing of dangerous cargo, or the authentication of DD Form 1387-2, Special Handling Data/Certification, per AFM 75-1, para 59-6, Code of Federal Regulations, DOT Motor Carrier Safety Regulations, and TM 55-310.

Course Title: TRANSPORTATION & STORAGE OF HAZARDOUS MATERIAL (NV)

Location: Naval School, Transportation Management, Naval Supply Center, Oakland, California 94625

Length: 2 Weeks

Purpose: To provide the student with the technical knowledge and bibliography required for correct handling of ammunition, explosives, and other hazardous material.

Scope: The instruction embodies the rules and missions of military and commercial carriers, national, state and local regulations, Coast Guard, Military Sealift Command (MSC), Military Traffic Management and Terminal Service (MTMTS), Military Airlift Command (MAC), Contract Airlift (LOGAIR/QUICKTRANS), and the organization and operation of a typical naval weapons station. Students will be trained in the use of applicable tariffs, documentation, forms and placards.

Prerequisites: Regular and Reserve Officers of the Armed Forces, supervisory civil service personnel, and selected enlisted personnel E-7 through E-9.

Course Title: TRANSPORTATION MANAGEMENT (NV)

Location: Naval School, Transportation Management, Naval Supply Center, Oakland, California 94625

Length: 5½ Months (This is a Permanent Change-of-Station Course for Military Personnel)

Purpose: To provide the student with knowledge to assume supervisory billets in transportation and physical distribution.

Scope: The instruction embodies material distribution from source of supply through tidewater terminals to the ultimate consumer in the operating forces. This involves a study of all supply functions with particular emphasis on the various modes of transportation, the intelligent procurement of commercial land, air and water transportation and the proper application of government-operated transportation services. The marine terminal, rail terminal, motor terminal, and air terminal through which freight must move are studied in detail. Materials handling, packing, packaging, and preservation are covered as an integral part of shipping and terminal operations. Other supply functions such as procurement and inventory control are included to insure that the student understands the inter-relationships involved. The techniques necessary to manage effectively in any assignment are studied to insure the students' competent performance. The instruction employs classroom presentations (including expert guest speakers), movies, practical problems, tours, case studies, participation in conference-type programs when practicable, and on-the-job observation and training in industry and military installation. The student is also provided with knowledge of techniques that enhance his ability to employ effectively the resources available to him in performing the tasks of his assignment. Finally, the student is introduced to those basic staff structures and techniques that will prepare him to perform effectively as a Staff Transportation Officer.

Prerequisites: Military personnel, pay grades W-2 through O-5, all services, including foreign officers. Civilian personnel—Grade GS-7 and above, or the equivalent.

Course Title: TRANSPORTATION MANAGEMENT—Advanced (NV)

Location: Naval School, Transportation Management, Naval Supply Center, Oakland, California 94625

Length: 2 Weeks

Purpose: To provide the student with advanced instruction in the field of transportation management. This course is designed to enlarge upon the knowledge and background of those personnel who have already gained a familiarity with the subject.

Scope: The instruction embodies transportation regulation with particular emphasis on the Interstate Commerce Act. The broad aspects of Physical Distribution Management are presented showing the interrelationships among such logistics functions as inventory control, transportation, warehousing, and packing. Newer quantitative techniques for rational decisions such as PERT, Dynamic Programming. Queuing Theory, EOQ, and Monte Carlo Simulation, as applied to transportation problems, are explained. This course is the successor to the Intermediate Transportation Management Course.

Prerequisites: Regular and Reserve Officers of the Armed Forces, and supervisory civil service personnel.

Course Title: TRANSPORTATION MANAGEMENT—Intermediate (NV)

Location: Naval School, Transportation Management, Naval Supply Center, Oakland, California 94625

Length: 2 Weeks

Purpose: To provide the student with a basic knowledge necessary to perform the daily transportation management functions of a military installation transportation office.

Scope: The instruction embodies military transportation management, including Department of Defense carrier selection policies, over/short and damage reporting procedures, consignment instructions, and containerization. Particular emphasis is placed on the importance of the motor carrier industry to installation transportation functions. This course is the sequel to the Introduction to Transportation Management Course. Coverage also includes labor management relations.

Prerequisites: Regular and Reserve Officers of the Armed Forces, supervisory civil service personnel, and selected enlisted personnel, E-7 through E-9.

Course Title: TRANSPORTATION MANAGEMENT—Introduction (NV)

Location: Naval School, Transportation Management, Naval Supply Center, Oakland, California 94625

Length: 2 Weeks

Purpose: To provide the student with a general introduction into the field of transportation and traffic management. This course is designed for personnel new to this functional area. It is considered a desirable prerequisite for all transportation management courses presented at the school.

Scope: The instruction embodies the broad aspects of the transportation system of America, carrier facilities and services, fundamentals of traffic management, traffic management functions, freight classifications, freight tariffs, and the military systems of MILSTRIP/MILSTAMP/MILSTEP and the UMMIPS. The mission and functions of the Military Airlift Command, Military Sealift Command and the Military Traffic Management and Terminal Service are identified.

Prerequisites: Regular and Reserve Officers of the Armed Forces, supervisory civil service personnel, and selected enlisted personnel, E-7 through E-9.

SECTION 4

COURSE DESCRIPTIONS

INDEX K

NETWORK BASED MANAGEMENT TECHNIQUES

Course Title: NETWORK BASED MANAGEMENT TECHNIQUES (JT) 7A–F13

Location: AMETA, Rock Island, Illinois

Length: 1 Week

Purpose: This course is designed to provide a knowledge of the principles and fundamentals of networks and their relationship to other scheduling techniques and to develop skills in their application to real-life situations.

Scope: Topics cover work breakdown structure, network diagramming, critical path determination, time-cost options, scheduling, cost estimating, updating and management reporting. Emphasis is placed on the management process, the concept of integration, the relationship of network analysis to project management, the Cost/Schedule Control System Criteria (C/SCSC), with relation to the material acquisition process.

The application of Network Based Management Techniques and related approaches are accomplished by means of class projects. Consideration is given to the relationship of the network analyst to management systems so that the enrollee is not only skilled in the use of Network Based Management Techniques, but will be able to incorporate those features which have application to his own system.

Prerequisites: This course is designed for persons presently engaged in (or scheduled to be engaged in) activities where a working knowledge of the techniques of network planning and control is required. Personnel requiring training would include program officers and analysts, project and industrial engineers, procurement and contract specialists, production planners, cost and budget analysts, computer systems analysts and management analysts.

SECTION 4

COURSE DESCRIPTIONS

INDEX L

PRESERVATION AND PACKING

Course Title: DEFENSE ADVANCED PRESERVATION AND PACKING (JT) 8B–F3/822–F3

Location: Joint Military Packaging Training Center, Aberdeen Proving Ground, Maryland 21005

Length: 1 Week

Purpose: To provide commissioned officers, enlisted personnel, and civilian personnel with advanced training in the currently approved Department of Defense methods and techniques for preservation and packing of military supplies and equipment, emphasizing the latest changes, trends, and developments.

Scope: Department of Defense packaging policy; trends and developments in preservation and intermediate protection; packaging documentation and data retrieval; trends and developments in shipping containers; case study in quality control in packaging; disposability of packaging materials; unpacking and segregating of retrograde material; case study in packaging and handling deficiencies; applications of shrink film and other plastic films; case study in generation of packaging data; foamed-in-place materials, equipment and applications; cargo unitization; changes in marking and labeling (MIL-STD-129); packaging and certification of dangerous materials; management of packaging training; guest speakers.

Prerequisites: Nominees for this course must have successfully completed course 8B-F1(JT), Defense Preservation and Intermediate Protection, and 8B-F2(JT), Defense Packing and Containerization, at least 2 years prior to starting date of this course or have had practical experience equivalent to the scope of instruction contained in those courses.

Commissioned Officers: Member of the active Army, Navy, Marine Corps, Air Force, or of a Reserve Component who is presently in, or on orders to, a position requiring a knowledge of preservation and packaging. Must have a potential of one year of active or reserve component duty. No security clearance required.

Enlisted Personnel: Grade E-6 through E-9. Qualified in general supply, supply handling, transportation, or in the repair or maintenance fields. Nine months of active duty service remaining after completion of the course. No security clearance required.

Civilian Personnel: Civil Service employees in grade GS-7, L-10, or S-4, or above. No security clearance required.

Industrial Representatives: Commercial concerns, prime or subcontractors, who have a packaging contract with a military service or

who are suppliers of packaging materials to the service, or have declared an intent to bid on a military contract, are authorized to attend the school upon approval of application and consistent with availability of spaces for industry. Industry representatives should be packaging specialists, packaging supervisors, or packaging engineers. Applications from industry should be submitted through the Defense Contract Administration Service Regional Office (DCASR) serving the area, or the Contract Administration office serving the contractor's plant. The Joint Military Packaging Training Center will schedule industry applicants into classes where spaces are available. No security clearance required.

Waivers: Waivers for industry personnel should be requested from DCAS or the contract administration activity sponsoring the enrollment. Waivers for military and Civil Service personnel should be requested from their reviewing agencies as appropriate.

Course Title: DEFENSE BASIC PACKAGING AND PACKING (822–F4) (JT)

Location: Joint Military Packaging Training Center, Aberdeen Proving Ground, Maryland 21005

Length: 2 Weeks

Purpose: To provide enlisted personnel and civilian employees of the Army, Navy, Air Force, and U.S. Marine Corps, and civilian employees of Department of Defense agencies, such as the Defense Supply Agency, with an understanding of the basic packaging and packing procedures, including cargo unitization, marking, and the application of Department of Defense approved methods and techniques in preparing new, retrograde, and repairable materials for shipment.

Scope: Use of applicable military publications; corrosion control; cleaning and drying processes and procedures; preservatives and their application; packaging materials and equipment; packaging methods; packing operations including use of general and special purpose containers; cushioning, blocking, bracing, and anchoring; weatherproofing the pack; cargo unitization; marking and labeling; packing for parcel post; processing of retrograde material with emphasis on reuse of salvaged containers, and packaging and packing materials; decontamination procedures and safety.

Prerequisites: Personnel nominated to attend this course should have assignments in packaging and packing operations, transportation, parcel post, pre-pack, pre-issue, storage, maintenance, and supply. Required for Marine Corps MOS 3052 Preservation, Packaging and Packing Technician and Air Force AFSC 601.34, Packaging Specialist.

Enlisted Personnel: Grades E-1 and above. Nine months or more of active duty service remaining after completion of the course. No security clearance required.

Civilian Personnel: Minimum requirement for civil service employees is grade W-4. No security clearance required.

Course Title: DEFENSE FOAMED-IN-PLACE PACKAGING JMPTC–7

Location: Joint Military Packaging Training Center, Aberdeen Proving Ground, Maryland 21005

Length: 3 Days

Purpose: To train operation-level personnel in the proper application of foamed-in-place urethane packaging, the operation and maintenance of the dispensing machinery, and the safety precautions necessary during the operation.

Scope: The 3-day resident course of instruction will cover the following general ideas: basic urethane chemistry; finished foam properties; application methods; machine dispensing and maintenance.

Prerequisites: The course will be limited to personnel actually working in, or supervising a foamed-in-place operation; or personnel whose facility anticipates the use of such an operation.

Civilian personnel: Civil service employees in grades GS-5, W-6, L-6, S-2 or above with actual or anticipated assignment as above. No security clearance required.

Course Title: DEFENSE INSPECTION OF PACKAGED AND PACKED HOUSEHOLD GOODS FOR STORAGE AND SHIPMENT 8B–F8(JT), 822–F8

Location: Joint Military Packaging Training Center, Aberdeen Proving Ground, Maryland 21005

Length: 1 Week

Purpose: To train commissioned officers, enlisted personnel, and civilian personnel in the Department of Defense policies, methods, and techniques for the inspection of packaged and packed household goods as required for military shipments and storage.

Scope: Department of Defense policy and procedures for shipment and storage of crated and uncrated household goods; definitions and explanations of items that are considered household goods; inventory and tagging of goods; prevention of deterioration; materials required for packaging and packing; shipping containers; packaging and packing requirements; blocking, bracing, and cushioning preparation for transport; storage procedures; house trailer movement; local transfer regulations; general inspection requirements and procedures; orientation of the member; reporting of damages and losses; safety precautions for inspectors; personnel property; and marking per MIL-STD-129.

Prerequisites: Nominees should be personnel responsible for inspecting the commercial packaging and packing of household goods to be stored and shipped for military services, including contracting and transportation officers and their civilian assistants responsible for accepting commercially packaged and packed shipments for the military services; supervisory personnel responsible for supervising household goods packaging and packing at military installations, and military installation inspectors of these functions; installation or service school instructors on this subject; personnel engaged in consultant or laboratory work or responsible for the preparation of procedures and regulations in the field of domestic and oversea movement of household items by installations and activities.

Commissioned Officers: Member of the active Army, Navy, Marine Corps, Air Force, or of a Reserve Component who is presently in, or on orders to, a position requiring a knowledge or inspection of packaged and packed household goods for storage and shipment. Must have a potential of one year of further active or reserve component duty. No security clearance required.

Enlisted personnel: Grade E-5 or above. Qualified in any occupation contained in the entry group of general supply, maintenance, or transportation, or procurement. Nine months or more of active duty service remaining after completion of the course. No security clearance required.

Civilian Personnel: Civil service employees in grades GS-7, W-6, L-6, S-2, or above. Inspectors and legal personnel GS-5 will be accepted without waiver. No security clearance required.

Industrial Representatives: Commercial representatives should be personnel whose companies hold a letter of approval, Tender of Service, as qualified carriers by the Military Traffic Management and Terminal Service. Positions should correspond to those described above for civil service employees engaged in the movement of packaged and packed household goods, or suppliers of materials for household movement. No security clearance required.

Course Title: DEFENSE INSPECTION OF PACKAGED AND PACKED HOUSEHOLD GOODS FOR STORAGE AND SHIPMENT, 8B–F8(JT), 822–F8

Locations in FY 74: Seattle, WA; Chicago, IL; Kansas City, MO; Columbus, GA. On-site only.

Length: 3 Days

Purpose: To train commissioned officers, enlisted personnel, and civilian personnel of the Department of Defense in the approved methods and techniques for the inspection of packaged and packed household goods as required for military shipment and storage.

Scope: Department of Defense policy and procedures for shipment and storage of crated and uncrated household goods; definitions and explanation of items that are considered household goods; inventory and tagging; prevention of deterioration; approved packaging and packing materials and shipping containers; blocking, bracing and cushioning; preparation for domestic and oversea shipment; storage requirements; house trailer movement; general inspection requirements and quality assurance reporting; safety precautions; marking in accordance with MIL-STD-212 and MIL-STD-129.

Prerequisites: Nominees should be personnel responsible for inspecting the commercial packaging and packing of household goods to be stored and shipped for the military services, including contracting and transportation officers and their civilian assistants responsible for accepting commercially packaged and packed shipments for the military services; supervisory personnel responsible for supervising household goods packaging and packing at military installations and military installation inspectors of these functions; installation or service school instructors of this subject; personnel engaged in consultant or laboratory work or responsible for the preparation of procedures and regulations in the field of domestic and oversea movement of household items by installations and activities.

Commissioned Officers: Member of the active Army, Navy, Marine Corps, Air Force, or of a Reserve Component who is presently in, or on orders to, a position requiring a knowledge of Inspection of Packaged and Packed Household Goods for Storage and Shipment. Must have a potential of one year of further active or re-

serve component duty. No security clearance required.

Enlisted Personnel: Grade E-5 or above. Qualified in any occupation contained in the entry group of General Supply, Maintenance, Transportation, or Procurement. Nine months or more of active duty service remaining after completion of the course. No security clearance required.

Civilian Personnel: Civil service employees in grade GS-7, W-6, L-6, S-2, or above. Inspectors and legal personnel, GS-5 will be accepted without waivers. No security clearance required.

Industrial Representatives: Commercial representatives should be personnel whose companies hold a Letter of Approval, Tender of Service, as qualified carriers by the Military Traffic Management and Terminal Service or declaring an intent to bid on a military contract. Positions should correspond to those described above for civil service employees engaged in the movement of packaged and packed household goods, or suppliers of materials for household movement. No security clearance required.

Course Title: DEFENSE PACKAGING APPRECIATION FOR LOGISTICS MANAGERS, 8B–F4(JT)

Location: Joint Military Packaging Training Center, Aberdeen Proving Ground, Maryland 21005

Length: 3 Days

Purpose: To educate officer and key enlisted personnel and civilian employees assigned to the Department of Defense Logistics Program by presenting the essential elements of packaging and their relationship to the various segments of the logistics system.

Scope: Packaging organization in Department of Defense and Departments of Army, Navy, Air Force and Defense Supply Agency, relationship of packaging to other logistics fields, including research and development, requirements, procurement, supply, storage, transportation, and maintenance; packaging policies, standards, specifications, and instructions; standardization efforts in packaging; cost control systems; packaging research development program; and operation of packaging systems.

Prerequisites: Commissioned officers: Grade of captain or equivalent or above. Member of the active Army, Navy, Marine Corps, Air Force, or of a Reserve Component who is presently in, or on orders to, a position requiring knowledge of Packaging Appreciation, as in procurement, transportation, requirements, storage, contract administration, quality assurance or supply. No security clearance required.

Enlisted personnel: Noncommissioned officers in grades E-7 through E-9 who are members of the NCO Logistics Program or serving in TDA positions covered by the Logistics Program, but who may not actually be members of the program.

Civilian Personnel: Civil service employees, grade GS-11 or above, with career status, and actual or anticipated assignment as above. No security clearance required.

Industrial Representatives: Commercial concerns, prime or subcontractors who have a packaging contract with a military service or who are suppliers of packaging materials to the service, or declaring an intent to bid on a military contract, are authorized to attend the school upon approval of application and consistent with availability of spaces for industry. Industry representatives should be packaging specialists, packaging supervisors, or packaging engineers. Applications from industry should be submitted through the Defense Contract Administration Service Regional (DCASR) office

serving the area, or the Contract Administration office serving the contractor's plant. The Joint Military Packaging Training Center will schedule industry applicants into classes where spaces are available. No security clearance required.

Course Title: DEFENSE PACKAGING DESIGN 8B–F16(JT)

Location: Joint Military Packaging Training Center, Aberdeen Proving Ground, Maryland 21005

Length: 2 Weeks

Purpose: To train commissioned officers and civilian personnel in the Department of Defense approved policies, methods, and techniques of packaging design, with emphasis on selection of packaging, packing, and cushioning materials, to provide adequate protection to military items of supply at a minimum cost.

Scope: Provides training in packaging design, to those individuals who have completed courses 8B-F1(JT), Phase I, Defense Preservation and Intermediate Protection and 8B-F2(JT), Phase II, Defense Packing and Containerization, or those individuals possessing a high degree of packaging knowledge on: limitations imposed by the distribution system; the natural environment; deterioration of materials; identifying item characteristics; selection of materials for preservation and packaging; the transportation environment; shock and vibration mitigation; container design and selection; the design process; packaging documentation; packaging analysis; and trends in packaging design, and safety.

Prerequisites: This course is limited to those individuals who have completed courses 8B-F1(JT), Phase I, Defense Preservation and Intermediate Protection and 8B-F2(JT), Phase II, Defense Packing and Containerization, or those individuals possessing a high degree of packaging knowledge and occupying positions such as those described below:

Commissioned Officers: Members of the active Army, Navy, Marine Corps, Air Force, or of a Reserve Component who are presently in, or on orders to, a position requiring a knowledge of packaging design. No security clearance required.

Enlisted Personnel: Noncommissioned Officers in grades E-7 through E-9 who are members of the NCO Logistics Program or serving in TDA positions covered by the Logistics Program, but who may not actually be members of the program.

Civilian Personnel: Civil service employees in grade GS-11, L-14, S-8, or above who are responsible for supervising foremen directly in charge of packaging operations, personnel responsible for documenting packaging instructions, personnel responsible for administration of procurement district or military installation quality assurance programs, quality assurance representatives of journeyman level or equivalent, instructors of packaging in military installations, personnel responsible for determining packaging requirements and packaging consultant service or engaged in similar levels of work in the field of packaging, and personnel responsible for packaging laboratory work.

Industrial Representatives: Commercial concerns, prime or subcontractors, having a packaging contract with any military service, or who are suppliers of packaging materials to any service, or expressing an intent to bid on a military contract, are authorized to attend the school upon approval of application and consistent with the quota allotted to industry. Applications from individuals in industry should be submitted through the Defense Contract Administration Service Regional (DCASR) office serving the area of the Contract Administra-

tion office serving the contractor's plant. Industrial representatives should be packaging management level personnel, packaging engineers, or packaging technicians.

Course Title: DEFENSE PACKAGING MANAGEMENT TRAINING PROGRAM JMPTC–M

Location: Joint Military Packaging Training Center, Aberdeen Proving Ground, Maryland 21005

Length: 13 Weeks

Purpose: To train personnel who are entering the Packaging Specialist (GS-2032-) Program in the basic and advanced techniques and skills required to perform at the journeyman level, and to provide the military services and DSA with a well-trained group of packaging specialists from which future managers and executives may be selected.

Scope: The program includes classroom and practical work, as well as visits to nearby military and industrial facilities to observe the application of packaging and packing procedures and the manufacture of packaging materials. Students will take, in sequence, the following resident courses at JMPTC, and will also have special instruction as indicated:

8B-F1(JT) Defense Preservation and Intermediate Protection

8B-F2(JT) Defense Packing and Containerization

8B-F7(JT) Defense Packaging of Dangerous Materials for Transportation

8B-F16(JT) Defense Packaging Design

8B-F4(JT) Defense Packaging Appreciation for Logistics Managers

JMPTC-3 Defense Instructor Training for Basic Packaging and Packing

Special Laboratory Exercises in Testing and Evaluating Packaging Material, Packages and Packs.

Area visits to military and industrial facilities.

Each student is also required to complete a research project into a technical or problem area in packaging during his period of attendance.

Prerequisites: Students are selected by their local training officers. College graduates entering the Civil Service as trainees are preferred. Entrance grade is GS-5 or GS-7 in accordance with the U.S. Civil Service Commission regulation.

Course Title: DEFENSE PACKAGING OF DANGEROUS MATERIALS FOR TRANSPORTATION 8B–F7(JT), 822–F7

Location: Joint Military Packaging Training Center, Aberdeen Proving Ground, Maryland 21005

Length: 2 Weeks

Purpose: To provide Army, Navy, Marine Corps and Air Force commissioned officers and enlisted personnel, civilian employees of the DoD, the Defense Supply Agency, and employees of industry with a working knowledge of preparation of freight for air shipment, with emphasis on packaging, packing, including consolidation, palletization, marking, certification,

handling, and storage of dangerous materials through the application of Department of Defense approved methods and techniques.

Scope: Use of military publications: preservation and packaging methods; packing operations, including general and special purpose shipping containers; consolidation and unitization of cargo; container selection; cushioning, blocking, bracing, and anchoring of materials; packaging and packing dangerous materials for air, including surface transport when diversion to surface is required; marking, labeling, certification, and documentation of materials; use and preparation of DD Form 6 (Packaging Improvement Report) and DD Form 1387-2 (Special Handling Data/Certification).

NOTE: Graduates of this course are eligible to be authorized by their Commanding Officer to sign DD Form 1387-2.

Prerequisites: Personnel should be assigned in one of the following or similar categories. Supervisory personnel in charge of packaging and packing military supplies and equipment for air shipment or for shipping and loading operations; procurement and military installation inspectors responsible for inspecting packaged and packed materials for air shipment; installation or service school instructors on this subject; personnel engaged in consultant or laboratory work pertaining to air freight; personnel responsible for preparing specifications or technical instruction in this field; and related duties. Representatives of commercial concerns, prime or subcontractors, who have a packaging or transportation contract with a military service or who are suppliers of the packaging materials to the services, are authorized to attend the course upon approval of application and consistent with quota authorized for industry.

Commissioned Officers: Members of the active Army, Navy, Marine Corps, Air Force or of a Reserve Component whose actual or anticipated assignment to any DoD component is in the field of supply, transportation, maintenance or procurement. Must have a potential of 1 year of further active or reserve component duty. No security clearance required.

Enlisted Personnel. Grade E-4 through E-9. Qualified in any occupation contained in the entry groups of General Supply Handling, Transportation, or in the repair or maintenance fields. Nine months of active duty service remaining after completion of the course. No security clearance required.

Civilian Personnel: Civil Service employees in grade GS-7, and above, W-6 and above, L-6 and above, S-4 and above, GS-5 trainees are acceptable without waiver. No security clearance required.

Industrial Representatives: Commercial concerns, prime or subcontractors who have a packaging contract with a military service or who are suppliers of packaging materials to the service or having an intent to bid in a military contract, are authorized to attend the school upon approval of application and consistent with quota authorized for industry. Industry representatives should be packaging management level personnel, packaging specialists, or packaging engineers. No security clearance required.

Course Title: DEFENSE PACKING AND CONTAINERIZATION 8B–F2(JT) 822–F2

Location: Joint Military Packaging Training Center, Aberdeen Proving Ground, Maryland 21005

Length: 2 Weeks

Purpose: Employing such instructional methodologies as educational TV, programmed texts, and video tape recorder, this course indoctrinates commissioned officers, enlisted personnel, and civilian personnel in the Department of Defense approved packing policies and proce-

dures. By emphasizing the principles, techniques and material employed in the packing, van stuffing and marking of military supplies and equipment for shipment and storage, the course enhances the effectiveness and efficiency of packing line supervisory and worker personnel.

Scope: The course introduces the student to the more widely used shipping containers and crates, covering these containers in considerable depth and emphasizing the use of specifications and standards as a means of understanding container requirements. Various laboratory tests on containers and materials are conducted. The student receives intensive instruction on correct marking and labeling procedures contained in MIL-STD-129 as well as on unitization and palletization techniques to include the new shrink film wrapping system. Stuffing principles involved in containerization media are stressed. The subject of cushioning, blocking, bracing and anchoring includes treatment of the fast expanding foamed-in-place packing procedure. Subject matter of continuing interest includes packing inspection, retrograde material, parcel post, and methods of achieving cost savings in the selection and use of packing materials.

Prerequisites: Personnel nominated should have technical or supervisory responsibility in grade levels indicated below in the following categories: packing or loading operations at a military or industrial installation or terminal; design and fabrication of containers, loading equipment and materials handling systems; operators of box and crate shops; storage and supply requirements; supply logistics and inspection programs; research and development programs; packing and loading consultant service; and packaging/packing aspects of procurement and contract administration. Personnel having actual or anticipated assignment to conduct local training in military packing, marking and containerization may also qualify.

Commissioned Officers: Members of the active Army, Navy, Marine Corps, Air Force, or of a reserve component who are presently in, or on orders to, a position requiring knowledge of packing and containerization. Must have a potential of one year of active or reserve component duty. No security clearance required.

Enlisted Personnel: Grade E-4 or above, qualified in any occupation contained in the entry groups of general supply, supply handling, transportation, or in the repair or maintenance fields. Nine months of active duty service remaining after completion of the course. Personnel not meeting minimum grade prerequisites must have attended Defense Basic Packaging and Packing Course, 822-F4(JT), and must have three years field experience. No security clearance required.

Civilian Personnel: Civil Service employees in grades GS-7, W-8, L-8, S-4 or above. GS-5 trainees are acceptable without waiver. No security clearance required.

Industrial Representatives: Commercial concerns, prime or subcontractors, who have a packaging contract with a military service or who are suppliers of packaging materials to the service, or have declared an intent to bid on a military contract, are authorized to attend the course upon approval of application and consistent with availability of spaces for industry. Industry representatives should be packaging specialists, packaging supervisors, or packaging engineers. Applications from industry should be submitted through the Defense Contract Administration Service Regional Office (DCASR) serving the area, or the Contract Administration office serving the contractor's plant. The Joint Military Packaging Training Center will schedule industry applicants into classes where spaces are available. No security clearance required.

Course Title: DEFENSE PRESERVATION AND INTERMEDIATE PROTECTION 8B–F1(JT), 822–F1

Location: Joint Military Packaging Training Center, Aberdeen Proving Ground, Maryland 21005

Length: 2 Weeks

Purpose: To train commissioned officers, enlisted personnel, and civilian personnel in the latest and most effective concepts and techniques of the Department of Defense concerning policies and procedures for cleaning, drying, preserving, and packaging of military supplies and equipment, with emphasis on packaging costs and applications to current items of supplies.

Scope: This course is oriented toward Department of Defense packaging policies; packaging specifications; cleaning and drying; preservatives and their applications; methods of preservation; marking; economy in packaging; packing codes; packaging costs; packaging inspection; preparation of retrograde material for quarantine inspection and shipment; and observation of laboratory testing of materials and packages. Sixty per cent of the course is devoted to conference time and 40% to demonstrations and student practice in the construction and inspection of military packages.

Prerequisites: Personnel nominated should have technical or supervisory responsibility in grade levels indicated below in the following categories: preservation and packaging operations, procurement, contract administration, quality control, technical writing, packaging instruction, packaging testing and evaluation, or other related fields. Personnel having actual or anticipated assignment to conduct local training in military packaging may also qualify.

Commissioned Officers: Members of the active Army, Navy, Marine Corps, Air Force, or of a Reserve Component who are presently in, or on orders to, a position requiring a knowledge of preservation and intermediate protection. Must have a potential on one year of active or reserve component duty. No security clearance required.

Enlisted Personnel: Grade E-4 or above. Qualified in any occupation contained in the entry group of general supply, maintenance, transportation, or procurement. Nine months of active duty service remaining after completion of the course. Personnel not meeting minimum grade prerequisites must have three years field experience. No security clearance required.

Civilian Personnel: Civil Service employees in grades GS-7, W-8, L-8, S-4 or above. GS-5 trainees are acceptable without waiver. Personnel not meeting minimum grade prerequisites must have attended Defense Basic Packaging and Packing Course, 822-F4(JT), and must have three years field experience. No security clearance required.

Industrial Representatives: Commercial concerns, prime or subcontractors, who have a packaging contract with a military service or who are suppliers of packaging materials to the service, or have declared an intent to bid on a military contract, are authorized to attend the course upon approval of application and consistent with availability of spaces for industry. Industry representatives should be packaging specialists, packaging supervisors, or packaging engineers. Applications from industry should be submitted through the Defense Contract Administration Service Regional Office (DCASR) serving the area, or the Contract Administration office serving the contractor's plant. The Joint Military Packaging Training Center will schedule industry applicants into classes where spaces are available. No security clearance required.

Course Title: DEFENSE SUPPLY AGENCY AND ARMY INSTRUCTOR TRAINING FOR PREPARATION OF INDUSTRIAL PLANT EQUIPMENT FOR STORAGE OR SHIPMENT (DSA/AR) JMPTC–1

Location: On-Site

Length: 5 Days

Purpose: To train cadre officer, enlisted personnel and civilian employees of the Army and Defense Supply Agency in preparing Industrial Plant Equipment (IPE) for storage or shipment with emphasis on disassembly cleaning, preserving, packaging, packing, marking, storage, inspection, loading, cost, blocking, bracing and skidding.

Scope: Covering all requirements for preparing IPE for storage or shipment using military publications in determining preservation packaging requirements; marking; inspection; scope of work; storage/shipment costs in conjunction with the PCH cost matrix; loading; and skidding requirements.

Prerequisites: Personnel nominated to attend this course must have successfully completed courses 8B-F1(JT) and 8B-F2(JT) or have had practical experience equivalent to the scope of instruction contained in those courses. Personnel receiving this instruction should be cadre types who are capable of training other personnel. Instructors are only certified for two years and must return to a refresher instructor training course at the Center to renew instructor certification.

Officer Personnel: Grades 0-1 or above. Must have 12 months or more of active duty service remaining after completion of the course. No security clearance required.

Enlisted Personnel: Grades E-5 or above. Must have 12 months or more of active duty service remaining after completion of the course. No security clearance required.

Civilian Personnel: Civil Service personnel in grades GS-7 or above. No security clearance required.

Course Title: DEFENSE SUPPLY AGENCY INSTRUCTOR TRAINING FOR PACKAGING FOR QUALITY ASSURANCE PERSONNEL (DSA) JMPTC–5

Location: Joint Military Packaging Training Center, Aberdeen Proving Ground, Maryland 21005

Length: 1 Week

Purpose: To train cadre who will train quality assurance personnel in military packaging to assure conformance with contractual requirements.

Scope: Explanation of plan for use of DSA Packaging for Quality Assurance Personnel Course thru cadre training with JMPTC support. Identification of texts, multi-media aids, facilities and equipment, and instruction methods to be used. Lesson plans in the application of quality assurance policies will be covered in sequence with emphasis on objectives detailing what cadre-conducted training classes should learn and be able to do. Subject areas include: packaging procedures and equipment for cleaning, drying, and preservative application; applicable packaging testing procedures and equipment; marking, labeling and certification; packaging data systems; contractual requirements for packaging; and packaging improvement report (DD Form 6). Cadre teaching skills will be refined thru frequent participation in conducting conferences, demonstrations and

practical exercises. Assistance will be provided cadre in planning local courses with texts and training aids provided by JMPTC and by using packaging facilities and materials available at home installations.

Prerequisites: Civilian personnel engaged in those quality assurance functions involving packaging. Nominees should be high school graduates and have an interest in teaching. Instructors are only certified for two years and must return to a refresher instructor training course at the Center to renew instructor certification.

Civilian Personnel: Civil service employees, Grade GS-11 or above, with career status, and with assignments as above. No security clearance required.

Industrial Representatives: Commercial concerns, prime or subcontractors, having a packaging contract with any military service, or who are suppliers of packaging materials to any service, or expressing an intent to bid on a military contract, are authorized to attend the school upon approval of application and consistent with the quota allotted to industry. Applications from individuals in industry should be submitted through the Defense Contract Administration Service Regional (DCASR) office serving the area of the Contract Administration office serving the contractor's plant. Industrial representatives should be packaging management level personnel, packaging engineers, or packaging technicians.

Course Title: DEFENSE VEHICLE PROCESSING FOR SHIPMENT OR STORAGE
8B–F6 (JT), 822–F6
(JMPTC)
Location: On-Site
Length: 1 Week

Purpose: To train commissioned and warrant officers, enlisted personnel, and civilian personnel in the Department of Defense approved policies, methods, and techniques of Vehicle Processing for Shipment or Storage.

Scope: Theory and practical application of procedures required for cleaning, preserving, processing, and marking of general purpose vehicles, track laying vehicles, material handling equipment and construction equipment with emphasis on retrograde, recycled and redeployed equipment and major assemblies.

Prerequisites: Personnel nominated should have current or anticipated assignment involving vehicle or equipment preservation in the following or similar operations, storage, supply, transportation, procurement, contract administration, quality control, technical writing or instructing in processing of equipment for shipment or storage. Nominees should have successfully completed to Defense Basic Packaging and Packing Course, 822-F4(JT).

Commissioned or Warrant Officers: Member of the active Army, Navy, Marine Corps, Air Force, or of a Reserve Component who is presently in or on orders to a position requiring a knowledge of Vehicle Processing for Shipment or Storage. Must have a potential of one year of active or reserve component duty. No security clearance required.

Enlisted Personnel: Grade E-5 or above. Qualified in any occupation contained in the entry group of General Supply, Maintenance, Transportation, of Procurement. Nine months or more of active duty service remaining after completion of the course. No security clearance required.

Civilian Personnel: Civil Service employees in grade GS-7, (W-6, S-2, L-6) or above. GS-5 trainees are acceptable without preparation of a waiver form. No security clearance required.

Industrial Representatives: Commercial concerns, prime or subcontractors who have a processing contract with a military service or who are suppliers of packaging materials to the service, or declaring intent to bid on a military contract, are authorized to attend the school upon approval of application and consistent with availability of space for industry. Industry representatives should have an interest in equipment processing. Applications from industry should be submitted through the Defense Contract Administration Service Regional (DCASR) office serving the area, or the Contract Administration officer serving the contractor's plant. The Joint Military Packaging Training Center will schedule industry applicants into classes on dates requested or as near to desired dates as possible. No security clearance required.

NOTE: This course, given in sequence with 822-F4(JT) Defense Basic Packaging and Packing, is required for entrance into the US Marine Corps MOS 3052 Preservation-Packaging Technician. Prerequisite is the same as for course 822-F4(JT).

Course Title: INSTRUCTOR TRAINING FOR DEFENSE BASIC PACKAGING AND PACKING JMPTC–3

Location: Joint Military Packaging Training Center, Aberdeen Proving Ground, Maryland 21005

Length: 1 Week

Purpose: To train civilian and military cadre personnel of the Department of Defense to conduct instruction in elementary military packaging and packing subjects. Candidates are taught specific methods and techniques of instruction and how to employ them in teaching packaging and packing subjects. Integrated into instruction is the use of packaging and packing materials and equipment. Full training aids support is provided by the Joint Military Packaging Training Center.

Scope: Students are given an orientation of the main objectives of the course with emphasis on their roles in future training at home installations. Text materials and training aids to be used during current and future instruction are identified. Following a review of methods and techniques of instruction which he is required to study in advance, the student must present a series of conferences, demonstrations, and practical exercises of increasing duration and difficulty which are designed to increase his proficiency as an instructor and to broaden his knowledge of the subject matter.

Subject areas selected for student presentations include Introduction to Military Packaging and Packing; Cleaning and Drying; Packaging Materials and Equipment; Packaging Methods; Fiberboard Boxes; Triple-Wall Corrugated Fiberboard Boxes; Wooden Boxes; Crates; Special Purpose Shipping Containers; Cushioning, Blocking and Bracing; Weatherproofing the Pack; Cargo Unitization; Marking and Labeling; and Parcel Post. Intensive instruction is given in the areas of Marking and Labeling and Parcel Post. Each presentation is critiqued and a grade assigned by a JMPTC instructor. The course also includes an in-depth discussion of how to plan, organize and control a training program at home installations.

Prerequisites: Nominees may be civilian or military personnel who are presently working in the field of military packaging and packing. Persons who have been trained in one or more of the JMPTC courses in residence or on-site are preferred. Persons selected should also have demonstrated their ability to instruct or to communicate and have an ardent desire to

teach. It is recommended that production supervisory personnel not be selected because of heavy demands of their positions. Instructors are only certified for two years and must return to a refresher instructor training course at the Center to renew instructor certification.

Civil Service Personnel: Civil service employees in grades GS-7 thru GS-9 or equivalent. No security clearance required.

Military Personnel: Grade E-5 or higher in Army MOS 76V20, Marine Corps MOS 3052, or Air Force AFSC 601.X4.

SECTION 4
COURSE DESCRIPTIONS

INDEX M
PROCUREMENT

Course Title: ADVANCED CONTRACT ADMINISTRATION 178 (JT)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio

Length: 10 Class Days

Purpose: This course is designed to provide the student the opportunity for an intensive review of areas of importance in contract management. Additionally, through the use of school and student case problems, it provides the environment for the student to improve his ability to identify and evaluate relevant facts and analyze alternative solutions. Emphasis is placed on providing each student with an opportunity to develop an attitude, a point of view, outlook or frame of mind so that he may become more responsive and responsible in the management of government contracts.

Scope: This course emphasizes the participative methods of instruction. Lectures will be used sparingly for information and updating purposes. It is expected that students will be prepared to participate in class discussions. Students are also expected to relate and share with one another in the classroom environment their practical experiences in order that they may expand their experience horizons. Each student will prepare and submit a written contract management workshop problem. The problem should be selected from firsthand procurement experience of the student and may involve any aspect of contract management.

The course is oriented toward central procurement as opposed to local procurement. It treats such subjects areas as accounting principles, contractor controls, procurement organizations, terminations, disputes, subcontractor controls and relationships, etc.

Prerequisites: This course is for: (a) military officers, minimum grade O-3, and civilian personnel, minimum grade GS-11; (b) at least three years experience in contracts or contract administration; or (c) satisfactorily completed Contract Administration, Course 175 (JT), or Defense Procurement Management, Course 8D-4310/4320 (JT). Applicant must satisfy (a) and (b) or (a) and (c) to be considered eligible.

Security Clearance: None.

Course Title: ADVANCED PROPERTY ADMINISTRATION 161 (JT)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio 45433

Length: 8 Class Days

Purpose: To provide an increased understanding of the system within DoD for management of government-owned property held by contractors, with particular emphasis on dealing with complex property control systems used in highly diversified industrial operations. Upon completion of the course, students should have a greater appreciation and understanding of the interfaces between the Property Administrator and others in Contract Management organizations who are concerned with management of government-owned property. The course should provide experienced Industrial Property Management Specialists with greater skill and ability to exercise sound judgment; broader knowledge of the procurement and contract administration functions; and greater capacity for planning and supervision of others.

Scope: The course is concerned with the planning, organization and conduct of the property administration function. The emphasis is on management; topics discussed relate to objectives and organization, policy, programs, procedures and problems. Much discussion is on techniques and decision rules that can be used by the Property Administrator. Course material includes the organization and processes used by industry; the design of industrial property control systems; flow-charting techniques and their applications; workload and effectiveness measurment; analysis of system deficiencies; and investigation of contractor liability. The methods of instruction include lecture-discussion and small group discussions, with emphasis on student participation. Individual and group study of problems will be required, with a written analysis and oral presentation expected of each student.

Prerequisites: This course is appropriate for military and civilian personnel who are experienced Property Administrators, or Industrial Property Management Specialists, or who supervise or manage a Contract Property Administration effort. Primary candidates are GS-1103 personnel, grades 9-12 with over two years in the Property field.

Security Clearance: None.

Course Title: BASE PROCUREMENT/BCE RELATED MANAGEMENT 165 (AF)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio

Length: 8 Class Days

Purpose: For each student to better understand those problem areas in which the Base Procurement and the Civil Engineer interface while performing in the environment in which contracting for supplies, services, utilities and construction is accomplished.

For each student to achieve an increased degree of rapport with his counterpart in order to improve communication and enhance the management efficiency of programs involving both Base Procurement and Base Civil Engineering personnel.

Scope: This course concerns itself with the construction contract life cycle from project to completion and acceptance including project programming and funding, pre-award activi-

ties, award, contract administration, and close-out or termination. Other Civil Engineering requirements for contracts for architect-engineering, services, and utilities are included. Legal questions that pertain to contracting, modifications and disputes are also covered.

Lectures, problem solving, case studies, and student presentation are used to encourage an atmosphere of common understanding and discussion of mutual problems.

Prerequisites: This course is designed for military and civilian personnel at the base level occupying positions within the Base Civil Engineer organization of Chief of Engineering and Chief of Construction and their counterpart positions within the Base Procurement; i.e., the Branch Chiefs in Operations, Supplies, or Services Procurement and Contract Maintenance. Nominees for this course will be accepted only when one procurement and one civil engineer representative are enrolled from the same base for simultaneous attendance of the course.

The minimum grade for military personnel is O-1, and for civilian personnel the minimum grade is GS-7.

Security Clearance: None.

Course Title: CONTRACT ADMINISTRATION 175 (JT)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio

Length: 15 Class Days

Purpose: This course is designed to further the basic knowledge and skills of Department of Defense personnel performing the primary responsibilities of an Administrative Contracting Officer in the management of government contracts. Emphasis is placed on DCAS organization in contract administration.

Scope: This course is oriented toward contract administration within the central procurement environment as opposed to local procurement. It provides a basic, overall view of contract administration functions and responsibilities, while developing a knowledge of skills and techniques used in solving operational problems. The course emphasizes the relationships between the functions of contract management and contract administration, by treating in depth the subjects of contract types, production quality assurance, price and cost analysis, accounting, industrial property, subcontracting, contractor evaluation, financing, contract modifications and terminations.

Throughout the course students discuss fundamental principles and practices in each subject area. The main instructional technique is the lecture-discussion. However, case studies, student presentations, panels, simulated problems and group problem-solving techniques are also used.

Prerequisites: Military officers and civilian personnel, minimum grade GS-7, who are currently assigned to a position in the procurement field, and who have completed the Defense Procurement Management Course 8D4310/4320 (JT) or its equivalent.

Security Clearance: None required.

Nonresident Course: An extension course is available.

Course Title: CONTRACT ADMINISTRATION (AF) 3AZR65170–2–PDS CODE LY2–DOD 551

Location: Lowry AFB, Colorado

Length: 4 Weeks, 3 Days

Purpose: Provides instruction in the development of skills and techniques used on practical solutions to problems in all of the diverse areas of DoD base level contract administration.

Scope: Emphasis is placed on decision making and problem solving techniques. Specific attention is given to characteristics of contract types, general provisions, modifications, negotiation techniques, payments, price analysis, progress evaluation, warranties, procedures for disputes, terminations, and the administration of small purchases.

Prerequisites: Airmen AFSC 65170 or 65190, grade E5 through E9 with a minimum of four years procurement experience. Completion of course 3AZR65170-5 is desirable. Civilian GS-5 or higher, qualification same as for airmen. Officers and GS-9 or higher are not eligible. Quotas controlled by ATC/TTPP.

Course Title: CONTRACT LAW (AF) 3AZR65170–5–PDS CODE BN4–DOD 551

Location: Lowry AFB, Colorado

Length: 3 Weeks

Purpose: Application of legal principles governing Government contracts as evolved from common law, statutes, regulations, court and board decisions. Supervisory oriented with emphasis on understanding the direct application of these principles to the legal aspects of procurement.

Scope: Governments Power to Contract, Legal Elements of Contracts, Government versus Private Contracts, Legal Aspects of Agency, Specifications and Work Statements, Bonds and Insurance, Fiscal Considerations, Armed Services Procurement Act and Methods of Procurement. Legal implications in Contract Type Selection, Clauses, Modifications Labor, Disputes and Terminations. Case studies involving these principles and requirements are used as a means of instruction.

Prerequisites: Airmen AFSC 65170 with minimum of four years procurement experience or successful completion of 3AAR65170-1 with at least two years experience in procurement. Civilian GS-7 qualification same as for airman. Waivers may be obtained for Officer and GS-9 or higher.

Course Title: CONTRACT LAW 166 (JT)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio

Length: 9 Class Days

Purpose: This course is designed to provide experienced contracting personnel with a knowledge of the legal principles governing government contracts as evolved from common law, statutes, regulations, and court and board decisions, providing a comprehensive summary of the legal aspects of procurement.

Scope: Course content includes a review of basic legal principles and sources of procure-

ment law, modifications, terminations, remedies, interpretation of contract language, award procedures, government property, defective pricing data, patent and data law, labor law, and law involving the flow of contract monies. Selected court and board rulings of current interest are studied, stressing the contractor/government interface.

The lecture-discussion and case study methods of instruction are used.

Prerequisites: This course is appropriate for military officers and DoD civilian personnel of comparable grade who have had contracting responsibilities for one year or more.

Security Clearance: None.

Course Title: CONTRACTUAL ASPECTS OF VALUE ENGINEERING 560 (JT)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio

Length: 5 Class Days

Purpose: To provide the student with an awareness of the methods and objectives of value engineering and more particularly of the value engineering contract clauses, their provisions and applications.

Scope: This course is designed to meet the needs of those government personnel responsible for negotiating, reviewing, approving, administering and evaluating the contractual Value Engineering effort of defense contractors. The course includes examples whereby reductions in development and weapon system costs were accomplished without compromising approved technical requirements. It also provides a brief exposure to the interrelations between the engineer, the buyer, and the contract administrator inherent in productive value engineering projects. An analysis is made of the Value Engineering incentive and program requirement clauses in use.

Prerequisites: Military and civilian personnel assigned as contracting officers (ACOs and PCOs), cost analysts and other personnel who directly participate in Value Engineering Contractual arrangements and performance. This course is not appropriate for technical specialists engaged in practicing the principles of the VE discipline.

Security Clearance Required: None.

Nonresident Course: An extension course is available.

Course Title: COST REIMBURSEMENT/INCENTIVE CONTRACTING 176 (JT)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio

Length: 8 Class Days

Purpose: The objectives of this course are (a) to provide engineering, legal and procurement personnel a knowledge of the principles of Cost Reimbursement and Incentive Contracting; and (b) to provide an understanding of the environments or situations to which these principles are applicable and how they are applied.

Scope: This course covers the range of Cost Reimbursement and Incentive Contracts, including the application of Value Engineering, cost, performance, schedule and multiple incentives. The principal feature is the structuring of incentives. In examining the application of incentives, all types of contracts are considered analyzed, and compared.

The majority of the sessions are on a lecture-discussion basis. Case problems and group

work projects are used to emphasize decision-making processes required in this type of contracting.

Prerequisites: Military officers and civilian personnel assigned procurement responsibilities which require use and administration of Incentive or Cost Reimbursement type contracts.

Security Clearance: None.

Course Title: DEFENSE ADVANCED INCENTIVE CONTRACTING WORKSHOP (IC) (JT)

Location: Headquarters, Naval Material Command, Washington, D.C. 20360 and Field Locations

Length: 2 Weeks

Purpose: To provide training in the use, design, and administration of multiple incentive contracts.

Scope: The course is designed to provide a thorough grounding in the fundamentals of incentive contracts, with special emphasis on techniques for successful structuring of multiple incentive contracts. Use of workshop sessions provides practical experience in structuring, negotiation, trade-off analysis, and contract management problems.

Prerequisites: Familiarity with incentive contracting terminology and simple algebraic principles form the base of this course. A ratio of one-to-one of technical and procurement personnel is desirable to maximize the team effort concept used in this workshop. Military Personnel: 03 and above. Civilian Personnel: Grade GS-11 and above.

Security Clearance: None.

Course Title: DEFENSE ADVANCED PROCUREMENT MANAGEMENT (8D–F12) (JT)

Location: USALMC, Fort Lee, Virginia 23801

Length: 3 Weeks

Purpose: To provide uniform advanced procurement management training to officer and civilian personnel from Department of Defense procurement agencies.

Scope: This course treats and considers the general procurement mission of the Department of Defense with special emphasis on the nature and use of management tools and techniques; management consideration concerning incentive contracts and analyses of current procurement problems and decision making.

Prerequisites: Personnel whose current or anticipated assignment is in the procurement field and have potential for professional development. All students must have successfully completed the Defense Procurement Management Course or its equivalent. Alternatively, students having had at least 5 years of experience in the procurement field may submit a summary description of the nature and level of such experience along with the attendance application for eligibility determination.

Military Personnel: Commissioned officers on active duty in grade 0-4 or higher with at least 2 years of potential service subsequent to completion of the course. Commissioned and Warrant Officers who do not meet these requirements may submit an application with a request for a waiver and each case will be evaluated on its individual merits.

Civilian Personnel: GS-11 or higher who have at least 3 years of potential Federal employment subsequent to completion of the course. Personnel in grades GS-9 and GS-10 may request waivers to attend the course. Each application will be approved or disapproved contingent upon the merit of each individual case.

Security Clearance Required: None

Course Title: DEFENSE ADVANCED PROCUREMENT PRICING 145 (JT)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio

Length 17 Class Days

Purpose: To provide procurement and related personnel training in advanced procurement pricing tools and techniques available for field and buying activity price analysts to use in estimating costs and structuring contractual arrangements for complex procurements.

Scope: This course will cover the application of advanced analytical tools and techniques to complex field and buying activity pricing problems. The subject areas include financial analysis, forecasting techniques, index number applications, direct cost models, indirect cost models, parametric cost models, and risk analysis. Concepts and applications in the major subject areas will be illustrated by the solution of case problems requiring computer assistance. Some BASIC programming will be required. Integration of concepts will be accomplished by students developing a cost estimate using an existing major weapon system parametric cost model.

Prerequisites: (1) Completion of Course 144, Quantitative Methods for Advance Procurement Pricing, or equivalent education and training. (2) Military Personnel: Officers in grade 0-2 and above with a potential of three years of active duty after completion of course. Civilian Personnel: Civilians in civil service grade GS-11 or above with a potential of five years of service after completion of course.

Security Clearance: Secret.

Course Title: DEFENSE CONTRACT NEGOTIATION TECHNIQUES (CN) (JT)

Location: Headquarters, Naval Material Command, Washington, D.C. 20360 and Field Locations

Length: 1 Week

Purpose: To provide professional development for all DoD procurement careerists in negotiating procurement actions estimated to exceed $2,500.

Scope: This course includes principles and practicalities necessary to negotiate prime contracts, contract modifications, and contract terminations. Although included in the DoD-wide Civilian Career Program for Procurement Personnel as "Mandatory" or "Mandatory if required by Mission" (GS-1102 and GS-1101 series, respectively) for promotion to the intermediate level, this course is of value to all DoD personnel involved in the procurement and contract administration function.

Prerequisites: Personnel with at least one year of procurement or contract administration experience and with a minimum of three years work expectancy on course completion who have completed Defense Cost and Price Analy-

sis (AF 141 or NV PN) (JT) and either: (i) Defense Procurement Management (AR 8D-4310/4320) (JT), or; (ii) Defense Contract Administration (AF 175) (JT); or (iii) The equivalent of either (i) or (ii) above.

Military Personnel: Commissioned and Warrant Officers.

Civilian Personnel: Grade GS-7 and above.

Security Clearance: None.

Course Title: DEFENSE CONTRACT PRICING TECHNIQUES 142 (JT)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio

Length: 20 Class Days

Purpose: To develop or improve each student's ability to apply tools and techniques of cost and price analysis for the purpose of determining fair and reasonable prices in Government procurement of equipment, supplies and services. **Scope:** Subjects include a quantitative review, cost/volume/profit analysis, cost element analysis, make or buy determinations, profit analysis, and contract pricing arrangements. The tools and techniques employed include statistics, regression analysis, learning curve theory, index numbers, and applications of time sharing computer to pricing problems.

Prerequisites: Defense Cost and Price Analysis and Negotiating Techniques Course PN (JT), Defense Cost and Price Analysis Course 141 (JT), or equivalent experience and training. Students should have a working knowledge of high school algebra as the mathematical and accounting subjects use algebraic reasoning extensively. The course is designed for the journeyman price analyst in military grades 0-2 through 0-4 and civilian grades GS-9 through GS-12. Personnel outside the pricing area but working within the contracting community such as contract negotiators, cost estimators, engineers, contracting officers, etc., are eligible to attend if the prerequisites are met. Applicants must have potential of two years service remaining beyond projected date of course completion.

Security Clearance: None Required.

Course Title: DEFENSE COST AND PRICE ANALYSIS 141 (JT)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio

Length: 10 Class Days

Purpose: To provide a basic understanding of cost and price analysis policies, procedures, techniques and negotiation strategy. Emphasis will be on cost analysis.

Scope: The Pricing I Course is an introduction into the pricing of DoD procurement actions. The course includes an introduction into the tools and techniques available to the pricer including cost estimating, cost analysis, projection techniques, factors affecting profit or fee and the weighted guidelines technique of profit analysis. Mathematics through basic algebra are extensively used, especially the highly important consideration of the straight line. A simulated negotiation centering around an integrating problem is included and a written price negotiation memorandum is prepared.

Prerequisites: Personnel who have completed the Defense Procurement Management Course or have equivalent experience.

Military Personnel: Officers and Warrant Of-

ficers with potential of two years active duty after completion of the course.

Civilian Personnel: GS-7 and above personnel engaged in negotiating contracts in excess of $2500.00 (GS-5 and GS-7 FSEE eligibles may be enrolled).

Security Clearance: None Required.

Course Title: DEFENSE COST AND PRICE ANALYSIS (PN) (JT)

Location: Headquarters Naval Material Command, Washington, D.C., and Field Locations

Length: 2 Weeks

Purpose: To train military and civilian procurement personnel in cost and price analysis techniques.

Scope: This is a basic course of two weeks duration which deals with Department of Defense pricing policies and concepts; price analysis techniques and procedures including cost estimating; cost analysis and elements of cost; projection techniques; factors affecting profit or fee; and the weighted guidelines technique of profit analysis.

Prerequisites: Personnel who have completed the Defense Procurement Management Course 8D-4310/4320 or the Defense Contract Administration Course (175) or its equivalent, or have equivalent experience.

Military Personnel: Officers and warrant officers with potential of 2 years active duty after completion of the course.

Civilian Personnel: GS-5 and GS-7 procurement trainees (FSEE eligible) and other civilian personnel engaged in the evaluation of procurement actions in excess of $2,500.

Course Title: DEFENSE PROCUREMENT EXECUTIVE SEMINAR (ER) (JT)
(formerly Defense Procurement Executive Refresher Course)

Location: Headquarters, Naval Material Command, Washington, D.C. 20360 and Field Locations

Length: 1 Week

Purpose: The primary objectives are to: (i) acquaint attendees with current and projected DoD management systems and techniques as they relate to procurement; (ii) discuss the impact on present procurement practices of recently established or proposed policies, regulations, statutes, or studies, and (iii) consider new developments which may have broad and important implications for procurement managers.

Scope: The seminar outline is broad in nature and sufficiently flexible to permit discussing issues of interest to attendees. Major topics trace the impact on procurement managers of various DoD programs. From time-to-time, personnel at the DoD procurement policy-making level are guest speakers. The dynamic nature of procurement is reflected in the seminar; therefore, the seminar should be attended no less frequently than every five years.

Prerequisites: Civilian personnel registered in the DoD Civilian Career Program for Procurement Personnel at the Senior Level and military personnel with a procurement specialty designator or are assigned to a procurement billet.

Military Personnel: O-4 and above.

Civilian Personnel: GS-13 and above.

Waivers: Nominations may be submitted on a waiver basis for personnel: (i) in assignments related to the procurement function (i.e., attorneys, auditors, project/program managers, engineers) who meet the rank/grade prerequisites, or (ii) grade GS-12 and military O-3 who have completed Defense Advanced Procurement Management (AR 8D-F12) (JT) and who can make a significant contribution to the seminar.

Security Clearance: None.

NOTE: Personnel who have an interest in procurement, but little procurement experience, should consider attending Defense Procurement Management for Technical Personnel (NV MT) (JT), instead of the seminar.

Course Title: DEFENSE PROCUREMENT MANAGEMENT (8D–4320)

Location: USALMC, Fort Lee, Virginia 23801

Length: 4 Weeks

Purpose: To provide basic procurement training to military and civilian personnel who are currently serving in or anticipate assignment to positions in which they will engage in DoD procurement functions.

Scope: This is a general survey course that covers the procedures and policies as prescribed by the Armed Services Procurement Regulation (ASPR) and considers, in general, the basic statutes that relate to and govern DoD procurement operations.

Prerequisites: All military and civilian personnel as defined below, who are currently serving in or anticipate assignment to a position in the procurement field.

Military Personnel: All active duty commissioned and Warrant Officers of the armed forces with at least 2 years of future service subsequent to completion of the course. Senior noncommissioned officers currently serving in procurement assignments may submit an application to attend this course. Each such request will be considered on its individual merits and approval or disapproval of the application will be contingent on such evaluation.

Civilian Personnel: Personnel in grade GS-7 or higher who have a potential of at least 3 years of Federal employment subsequent to completion of the course. In addition, personnel in the grade of GS-5 who have successfully passed the Federal Service Entrance Examination (FSEE) and are currently enrolled in an Intern or Apprentice Program are also eligible for attendance in this course.

Security Clearance Required: None

Course Title: DEFENSE PROCUREMENT MANAGEMENT FOR TECHNICAL PERSONNEL (MT) (JT)

Location: Headquarters, Naval Material Command, Washington, D.C. 20360 and Field Locations

Length: 1 Week

Purpose: To provide non-procurement personnel, associated with any of the various aspects of contracting, with an understanding of the statutory and procedural requirements that form the basis of the contracting function; the impact on the contract, by inputs from outside the contracting function, is thus clarified.

Scope: Course materials focus on the interrelationships between contracting personnel and

other functions during the pre-award and post-award phases of the procurement process, with particular emphasis being given to such areas as soliciting sources, evaluating proposals, awarding contract, and exercising proper post-award surveillance. At the request of the host activity, either pre-award or post-award aspects can be given special emphasis.

Prerequisites: Personnel whose assignment is related to procurement and who require knowledge of the procurement process.

Military Personnel: All

Civilian Personnel: Grade GS-5 Trainees; GS-7 and above.

Security Clearance: None.

Course Title: DEFENSE TERMINATION SETTLEMENT (TS) (JT)

Location: Headquarters, Naval Material Command, Washington, D.C. 20360 and Field Locations

Length: 1 Week

Purpose: To train personnel involved with contract termination and contract termination settlement.

Scope: This course includes the background and purpose of termination clauses, considerations and steps in initiating terminations, procedures for ensuring contractor compliance with the termination notice, methods of handling inventory schedules, processing and approval of subcontractor and prime contractor settlement proposals, processing partial payments, analysis of requirements and procedures for presenting review board cases.

Prerequisites: Defense Personnel whose duties require knowledge of contract termination policies and procedures.

Security Clearance: None

Course Title: DEFENSE TWO-STEP FORMAL ADVERTISING AND MJLTI-YEAR PROCUREMENT SEMINAR (MY) (JT)

Location: Headquarters, Naval Material Command, Washington, D.C. 20360 and Field Locations

Length: 2 Days

Purpose: To encourage greater use of two-step formal advertising and multi-year procurement, and to train Defense procurement personnel in the techniques of applying two-step formal advertising and multi-year procurement procedures.

Scope: This is an intensive two-day seminar which discusses pertinent DoD policies and regulations, illustrates the techniques, and describes procurement situations in which these procurement techniques may be appropriately used. The lecture-discussion method of instruction is supplemented with case studies and practical exercises. Students are requested to study ASPR Section II, Part 5, prior to the first class day.

Prerequisites: Although this is a basic course, nominees must have completed Defense Procurement Management (AR 8D-F4310/4320, (JT), or its equivalent or have at least two years procurement experience.

Military Personnel: All

Civilian Personnel: All

Security Clearance: None

Course Title: INDUSTRIAL PROPERTY ADMINISTRATION 160 (JT)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio

Length: 13 Class Days

Purpose: To provide an understanding of contractors' responsibilities for management of government-owned property and an understanding of the duties and functions of Industrial Property Management Specialists. Upon completion of the course students should know the requirements and characteristics of an acceptable property control system, be familiar with the objectives and techniques for planning and conducting a property system survey, and have insight into techniques for correction of system deficiencies and the investigation of loss, damage or destruction of government-owned property.

Scope: The course covers DoD policy and programs related to government-owned property held by contractors; government property law and contract clauses; and types of property. The requirements of a system survey are studied, including techniques and skills used by DoD Property Administrators, Specific subjects include DIPEC, MILSTRIP, Statistical Sampling, and Plant Clearance. Methods of instruction include lecture-discussion and student problems.

Prerequisites: This course is appropriate for military and civilian personnel assigned as Property Administrators and Industrial Property Management Specialists. Primary candidates are GS-1103 personnel, grades 5-9 with two years or less in Property or a related area. Other personnel in the Contract Management field concerned with management of government-owned property held by contractors are also encouraged to attend; e.g., ACO's, Production and Quality personnel performing portions of the System Survey, persons involved in Industrial Preparedness Planning and auditors of property management programs.

Security Clearance: None.

Course Title: MODERN PRICING TECHNIQUES FOR PROCUREMENT MANAGERS 148 (JT)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio

Length: 3 Days

Purpose: To provide procurement managers an overview of current pricing techniques, concepts and trends, including current and potential uses of computers to analyze costs. To develop awareness of, and confidence in, applications of quantitative analysis and computer technology to the pricing function.

Scope: This course is designed for procurement management personnel responsible for effective usage of contract pricing resources or who must relate the pricing function to other procurement functions. An executive level course, it provides managers with an overview of modern pricing techniques, as related to cost, price, and risk analysis. Techniques such as applied probability theory, statistical analysis, regression analysis, model building, and computer usage are explained and related to various pricing problems.

Prerequisites: Military in grade of Lt Colonel (O-5) and higher, and civilians in grade of GS-14 and higher, who manage or expect to manage a procurement activity which includes or depends upon a price analysis function.

Security Clearance: None.

Course Title: PROCUREMENT SEMINAR FOR PROJECT MANAGEMENT (8D–F31) (AR)

Location: USALMC, Fort Lee, Virginia 23801

Length: 1 Week

Purpose: To provide procurement management training for selected project management personnel.

Scope: This is a specialized procurement management seminar that is designed for project management personnel who have a direct interest in and a major concern for the problems inherent in the area of weapon system acquisition. The seminar includes a review of the legal aspects of Government contracts and discussions on management responsibilities and considerations employed in the accomplishment of the procurement mission. The discussions are designed to stress the relationship of current procurement policies, concepts, and techniques to the operational problems of project management.

Prerequisites: Project and deputy project managers are assigned a special priority in selecting students for attendance at the seminar. However, all key personnel assigned to project management offices, commodity commands, Army Materiel Command (AMC) or Department of the Army (DA) who have a current or anticipated assignment which requires knowledge and understanding of procurement functions of major weapons systems are eligible for attendance at the seminar.

Military Personnel: Commissioned officers on active duty in the grade of O-5 or higher and who have at least 2 years of potential service subsequent to termination of the seminar.

Civilian Personnel: GS-14 and higher with at least 3 years of active potential Federal employment upon completion of the seminar.

Security Clearance Required: Secret

Course Title: QUANTITATIVE METHODS FOR ADVANCED PROCUREMENT PRICING 144 (JT)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio

Length: 10 Class Days

Purpose: To provide procurement and related personnel training in quantitative methods for application in advanced procurement pricing techniques.

Scope: This course will cover the mathematical, statistical, and computer tools that are necessary to analyze costs, establish cost estimating relationships, and develop reasonable cost estimates in complex procurement pricing situations. The subject areas include statistics and statistical sampling techniques, regression analysis through multiple regression, the BASIC computer programming language, and applications.

Prerequisites: (1) Due to the complexity of the techniques studied in this course, successful completion of Course 142, Defense Contract Pricing Techniques, is required for all but the most exceptional applicants. Waivers for nonattendance of Course 142 may be granted by the School of Systems and Logistics to those students whose education and experience indicate a sufficient background. A minimum sufficient background would be at least three years experience in pricing of negotiated procurements and either successful completion of Course 188, Basic Quantitative Methods in Cost Analysis, or demonstrated proficiency in al-

gebraic and statistical techniques, including two variable regression analyses. Request and justification for waiver must be submitted with DD Form 1556. (2) Military Personnel: Officers in grade O-2 and above with a potential of three years of active duty after completion of course. Civilian Personnel: Civilians in civil service grade GS-11 or above with a potential of five years of service after completion of course.

Security Clearance: None Required.

Course Title: SMALL BUSINESS AND GOVERNMENT CONTRACTING COLLOQUIUM (SB) (NV)

Location: Headquarters, Naval Material Command, Washington, D.C. 20360 and Field Locations

Length: 1 Day

Purpose: To provide indoctrination and training in the statutory requirements, policies and procedures associated with a positive Small Business Program.

Scope. Small Business and minority enterprise information is provided to emphasize: (i) the underlying rationale of statutory and regulatory provisions; (ii) techniques available to implement programs; (iii) the role of contracting and noncontracting personnel, and (iv) benefits.

Prerequisites: Technical, procurement and Small Business personnel are eligible.

Military Personnel: All.

Civilian Personnel: All.

Security Clearance: None.

Course Title: SPO DIRECTORS PROCUREMENT REFRESHER 575 (AF)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio

Length: 5 Class Days

Purpose: To provide Air Force Systems Program Directors/Program Managers with an overview of Procurement policies and procedures.

Scope: Course is oriented toward the managerial approach to systems procurement management. The subject matter is developed and based upon fundamental buying principles, the contractual instruments, and procedures used in the procurement cycle.

Fundamental and historical aspects of procurement authority and legal considerations are presented and their application is discussed in relation to DoD policy trends.

Review is made of the various contract types as to their application with resulting advantages and disadvantages. Advanced Procurement Planning pre-award and post-award contractual operations are discussed in relation to Systems Program Office and specific functions of the PCO, ACO, AFPRO and contractor. Conditions and terms of Systems Program Contracts are discussed and applicable problems of Contract Administration are reviewed. A summary application of Procurement Management is developed to show SPO, AFPRO, ACO, PCO

and contractor interface in Systems Procurement Management.

Prerequisites: Only Systems Program Directors/Program Managers of AFSC as designated by the DCS for Procurement and Production, AFSC are eligible.

Security Clearance: SECRET required.

Course Title: UTILITY CONTRACT NEGOTIATION AND ADMINISTRATION –30ZR6534–2–PDS CODE LTD–DOD 551

Location: Lowry AFB, Colorado

Length: 8 Class Days

Purpose: This course is designed to provide engineering, legal, and procurement personnel whose current duties directly relate to utilities contracting with an understanding of contract preparation, negotiation, and administration as applied to the specialty area of DoD utilities procurement.

Scope: Course content covers laws, regulations, and publications governing contracting for utilities; regulated and non-regulated suppliers; utilities procurement team responsibilities; pre-negotiation preparation; requirements and specifications; connection charges and termination liabilities; utilities rate schedules and analysis; contract negotiation, preparation, and administration.

The lecture-discussion methods of instruction are used.

Prerequisites: This course is appropriate for military in grades E-8, E-9, O-2, and above and civilian personnel of comparable grades whose current duties directly relate to utilities contracting and administration.

SECTION 4

COURSE DESCRIPTIONS

INDEX N

PROJECT/PROGRAM/SYSTEMS/COMMODITY/MANAGERS

Course Title: ARMY INTEGRATED MATERIEL SYSTEMS MANAGEMENT (8A–F16) (AR)

Location: USALMC, Fort Lee, Virginia 23801

Length: 6 Weeks

Purpose: To develop the professional skills of military and civilian personnel to occupy responsible managerial positions throughout the Army wholesale logistics system. Ordinarily these positions will be at an intermediate level of management (GS-11/12, Captain/Major), and the students will be at the mid-career stage of development.

Scope: The entire life cycle of military materiel systems is broadly studied from the earliest stages of concept formulation through contract definition, development, production, fielding, operation, and maintenance to the ultimate disposal of stocks. Emphasis is placed on the application of current management techniques from a total system perspective, on understanding of the interrelationships among logistics functions, on the impact of functional management decisions upon other functions, and on the materiel system as a whole.

Prerequisites: Nominees must have an actual or anticipated assignment to a management position in the wholesale logistics area, must have demonstrated managerial capability, and should have sufficient time remaining in Federal service to maximize the benefits of this course to job performance. Physical and emotional health of the nominee must meet the demands of an intensive course of instruction. Nominees must have a high school education; additionally, a college education is highly desirable. Nominees should have a working knowledge of high school algebra to cope with the quantitative approaches to decision making embodied in the course. Graduates of the Army Logistics Management Course (8A-F1) are not eligible to attend this course.

Military Personnel: Commissioned officers of the Active Army, grade of O-3 or above. Completed or been awarded constructive credit for branch Career Course. Completed 4 years of commissioned service. Senior non-commissioned officers will be considered.

Civilian Personnel: GS-11 or above with career status. Three years cumulative experience in logistics. Previous successful completion of courses 8A-F3, 8B-F10, 8B-F11, or 8D-4320 is highly desirable. Five years of work expectancy with the Government remaining after completion of the course.

Security Clearance Required: Secret.

Course Title: ARMY MANAGEMENT INFORMATION SYSTEM (7E-F21) (AR)

Location: USALMC, Fort Lee, Virginia 23801

Length: 2 Weeks

Purpose: To provide commissioned officers and civilians (functional area managers) with a working knowledge of the Army Management Information System. The course is designed for mid to upper management, oriented toward the functional area expert requiring instruction in concepts and uses of the Operating Information Systems, and follow-on applications. The course provides training in developing specific management information requirements and includes instruction in management concepts, systems analysis, computer science, and concepts and techniques of Management Information Systems. It provides the functional manager with sufficient understanding of data processing techniques to enable him to communicate with data processing technicians. The instruction is supplemented with briefings presented by functional elements of Department of the Army Staffs, and a central design agency. These presentations illustrate the Army Management Information System concept and its impact on automated systems throughout the Army.

Scope: This course is oriented toward the functional manager and his operation within an automated management environment. All Army major command automated systems are discussed with emphasis on providing the student with a better understanding of how these systems interface within the Army Management Information System. Included in this are discussions of BASOPS, CCSS, SPEEDEX, and other follow-on systems being developed and implemented within the Army today. Instruction on management, characteristics of ADP, human factors in ADP, economic analysis, systems analysis and design, documentation, and other ADP oriented topics are also included. This instruction will provide the manager with sufficient knowledge to understand the AMIS concept.

Prerequisites: a. *Commissioned Officers.* Captains and above who are members of the Active Army or of a Reserve Component with potential for assignment to a position requiring management information system duties. Obligated service for active commissioned officers: None.

b. *Civilian Personnel.* Grade of GS-9 or above. Department of the Army employees who are assigned or under orders for assignment to a position requiring management information system duties.

Security Clearance Required: None.

Course Title: AVIATION MANAGERS 3-M (NV)

Location: Navy Logistics Management School, Washington, D.C. 20390

Length: 2 Days

Purpose: To instruct managers of aeronautical equipment in the range and content of Aviation 3-M data products, and the analytical techniques used to apply the data.

Scope: This course is designed for managers concerned with the design, support and management of aeronautical systems and equipment. Its purpose is to provide an awareness of the scope and content of Fleet Aviation 3-M data available for their use, and to demonstrate by workshop procedures how this information can be applied to aid technical and logistic support decisions.

The course will emphasize:

a. Interpretation of the maintenance and material data elements collected by the Fleet in the Aviation 3-M system.

b. Procedures used to analyze Fleet 3-M data for support of headquarters operations concerned with the design, development, acquisition, support and management of aeronautical systems and equipment.

Course Title: COST/SCHEDULE CONTROL SYSTEM CRITERIA (C/SCSC) FOR FUNCTIONAL MANAGERS (DSMS–1) (JT)

Location: Defense Systems Management School, Building 202 Ft. Belvoir, Virginia 22060

Length: 1 Week

Purpose: To develop a comprehensive understanding of the requirements of DoDI 7000.2; to review the philosophy, policies and concepts of applying Cost/Schedule Control System Criteria to the functional areas of Program/Project management; and to examine the specific applications and techniques which will provide increased visibility in program cost and schedule performances.

Scope: Defense Systems Management School (DSMS) has the responsibility of educating functional managers in program/project offices and supporting organizations on the DoD policies and practices relating to cost and schedule performance measurement. The course is directed to middle managers concerned with organizational and managerial aspects of C/SCSC. The seminar method, guest lecturers and case method are used to present the curriculum, which includes: (1) DoD policies and guidance for implementation of C/SCSC in the acquisition of major weapon systems; (2) Criteria for contractor control systems, the output requirement from contractors' internal systems and the use of contractor output information; (3) Functional management and implementation responsibilities in program/project offices, and (4) Results obtained in practice.

Prerequisites: The course is available to:
A. Those DoD officers and civilians who hold:

(1) A key position immediately subordinate to a program/project manager; or

(2) A principal position in functional offices supporting program/project offices; or

(3) A higher echelon staff position concerned with the acquisition of defense systems.

B. Program managers of those programs which do not meet the major program criteria as defined in DoD Directive 5000.1.

C. Selected persons in equivalent positions from other Federal agencies and defense industries on a space available basis.

Course Title: COST SCHEDULE CONTROL SYSTEM CRITERIA (C/SCSC) FOR PROGRAM MANAGERS (DSMS–2) (JT)

Location: Defense Systems Management School, Building 202

Ft. Belvoir, Virginia 22060

Length: 2½ Days

Purpose: To develop a comprehensive managerial overview of Cost/Schedule Control System Criteria as a primary management tool for the program/project manager, and to examine the techniques and results of applying C/SCSC to defense system programs.

Scope: The Defense Systems Management School (DSMS) has responsibility to educate appropriate senior DoD military and civilian personnel on the DoD policies for the application and utilization of C/SCSC for the evaluation of cost and schedule performance. The seminar method, guest lecturers and case method are used to present the curriculum, which includes: (1) DoD policies for evaluating contractor planning and control systems; (2) DoD policy and guidance for Service implementation of C/SCSC concepts; (3) Use of data output related to C/SCSC; (4) Management and implementation responsibilities of the program/project office; and (5) Results obtained in practice from the effective application of C/SCSC.

Prerequisites: The course is available to:

A. Those DoD officers and civilians who occupy the position of program manager or deputy program manager or a major program/project.

B. Those DoD officers and civilians in grade O-6 or GS-15 and above who occupy higher echelon staff positions concerned with the acquisition of defense systems.

C. Selected persons in equivalent positions from other Federal agencies and defense industries on a space-available basis.

Course Title: EVALUATION OF PERFORMANCE MEASUREMENT SYSTEMS (194) (JT)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio

(Formerly Course 197)

Length: 15 Days

Purpose: To equip the student with a practical knowledge of the disciplines, procedures, and techniques as well as the development of skills, methods and background necessary to conduct comprehensive management systems demonstration/validation examinations at selected DoD contractors for the purpose of determining cost/schedule control in compliance with Department of Defense Instruction 7000.2.

Scope: Utilizing the broad perspective of the systems approach to problem solving, this course includes: (1) an in-depth analysis and interpretation of the DoD criteria; C/SCSC (2) the functions of planning and control systems for RDT&E and production contracts in terms of budgets and actual costs as viewed by both the contractor and the Government; and (3) methods and procedures necessary for analysis and validation of a contractor's internal management system for cost and schedule control in accordance with the DoD criteria (DODI 7000.2). An extensive case augmented by problem exercises is used to acquaint the student with the many possible realistic field situations which are the culmination of actual service experience. Utilizing the team approach, students, through the case, actually participate in a simulated system demonstration. The emphasis is upon the management

system as a whole and a diagnostic approach is taken in the comparison of the contractor's management system with the DoD criteria.

Prerequisites: This course is designed for military officers and civilian personnel from all service branches in grade GS-11 or higher, such as program managers, cost and/or price analysts, financial management specialists, management analysts, procurement specialists, production specialists, industrial engineers, auditors or audit staff officers and other similar specialists who are actively engaged in the procurement or management of selected major programs. Attendees should be personnel who can be expected to be actual participants on performance measurement systems validation teams. Ideally, attendees should be personnel who, after the validation, will continue in the management of the program. Potential students should be familiar with DODI 7000.2, MIL-STD-881, MIL-STD-499, AFSCP/AFLCP 173-5, AMCP 37-5 and NAVMAT P5240. Potential students should also have some background in one or more of the following: logic, management, engineering, production, accounting, auditing, statistics and/or sampling theory.

Security Clearance: None Required.

Course Title: EXECUTIVE REFRESHER COURSE IN PROGRAM MANAGEMENT (DSMS–3) (JT)

Location: Defense Systems Management School, Building 202

Ft. Belvoir, Virginia 22060

Length: 3 Weeks

Purpose: To review the most effective concepts and methods of program/project management and to examine the new developments in management that impact on project managers.

Scope: Defense Systems Management School (DSMS) has responsibility to educate senior DoD military and civilian personnel on the latest techniques and practices of weapon systems acquisition and management. The seminar method of instruction is used to present the curriculum and includes selected aspects of the Program Manager's Course; current problems and issues; and trends.

Prerequisites: The course is available to military O-6 and above and civilians GS-15 and above in the following categories.

A. Those DoD people who are selected to occupy:

1. The position of manager of a program/project.

2. Key positions immediately subordinate to a program/project manager.

3. Other principal supervisory level positions whose incumbents are responsible for key decisions in a program/project office or in functional offices supporting program/project offices.

4. Higher echelon staff positions concerned with the acquisition of defense systems.

B. Selected persons in equivalent positions concerned with the acquisition of defense industries on a space-available basis.

Course Title: LABORATORY MANAGEMENT OF RESEARCH AND DEVELOPMENT 475 (AF)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio

Length: 15 Class Days

Purpose: This course is designed to provide newly assigned personnel with a research and development management educational program in response to AFSC (DL) Laboratory requirements.

Scope: The course begins with a discussion of the duties and responsibilities of a project/scientist in the R&D environment. The managerial aspects of R&D, including oral communications, motivation and job enrichment, and innovative decision-making are presented in order to allow the student to broaden his perspectives in basic managerial prerequisites. The missions and functions of the hierarchy of DoD organizations involved in research and development are discussed in order to provide the student with a basic understanding of how all these DoD elements support him in his role as project engineer and who and where his functional counterparts are located.

The core of the course is directed at the planning, programming, budgeting, and procurement aspects of research and development. The spectrum of R&D activities are discussed from basic research through engineering development by both in-house and contractual methods. The philosophies, concepts, objectives, policies and procedures for accomplishing these specific tasks in R&D management are presented and analyzed. In order to give the student some practical experiences in this area, an R&D Management Workshop has been incorporated into the course. It includes the preparation of planning documentation, a Purchase Request Package, and the evaluation of technical proposals in support of an R&D project.

Other key topics that are included in the course in order to complete the development of the students' basic understanding of the R&D environment are: the role of testing in R&D management, the engineering efforts supporting the AFSC product division, the management of in-house research and development, independent research and development, laboratory logistical support, the planning and management of R&D facilities, and management control and evaluation of research and development.

Students are evaluated on the basis of their individual performance in management case studies that are relevant to real-world R&D laboratory management. In order to assure an adequate level of student participation throughout the course, one quarter of each class hour has been reserved for student discussion. Teaching methods will include lecture, seminar, workshops, role playing, and simulation. Emphasis will be placed upon student participation. Recognized authorities from the government will supplement the School of Systems and Logistics faculty in the presentation of the program.

Prerequisites: This course is designed for civilian and military personnel with less than one year's experience in Air Force Research and Development activities. Waivers may be granted.

Security Clearance: None.

Course Title: PROGRAM MANAGEMENT (DSMS–4) (JT)

Location: Defense Systems Management School, Building 202

Ft. Belvoir, Virginia 22060

Length: 20 Weeks

Purpose: To educate selected military and civilian personnel in effective program/project management.

Scope: Defense Systems Management School (DSMS) has responsibility for the education of the nation's top managers and their staffs in the acquisition and management of the major defense systems of the United States. The course allows students to study the theory of management, and to experience the practices and problems of project management operations. The curriculum includes: an overview of the defense acquisition process; quantitative analysis; planning, programming, budgeting and financial management; procurement and contracting: organizational behavior; an exercise in life-cycle management; interpersonal relationships in the project offices; an exercise in management decision making; program management simulation exercise; case studies and high-level guest lecturers.

Prerequisites: The course is available to DoD persons who now occupy, or are selected to occupy, intermediate or junior management positions in program/project management offices, supporting functional offices, or higher echelon offices supervising program/project management.

Military personnel in the grades of O-4 and O-5, and civilians in the grades of GS-12 and GS-13 from the military departments and DoD agencies are eligible. As a minimum, a bachelor's degree (or equivalent) is required. All student nominees should be volunteers.

Selected persons in equivalent positions from other Federal agencies and defense industries are also eligible, on a space-available basis.

Course Title: PROJECT PLANNING AND CONTROL TECHNIQUES (JT) 5L–F1

Location: AMETA, Rock Island, Illinois

Length: 2 Weeks

Purpose: This course is designed to impart knowledge of latest concepts and techniques used for planning, coordinating, and controlling projects/products throughout their life cycle and to improve skills in applying them to real-life situations.

Scope: Course content treats the selection and application of appropriate management techniques which are useful for planning and controlling activities to be performed in a project type situation. These techniques provide a systematic approach to planning for time, cost and technical performance. Specific techniques covered include Network Based Management Techniques, Line of Balance (LOB), and the development of a Technical Performance Measurement. Limited coverage is also given to some of the more important programs and considerations that may be involved in the management of a product. These topics include Programming, Planning, Budgeting System (PPBS), resources management, the Cost/Schedule Control System Criteria (C/SCSC), contracting, configuration management, and systems engineering. All course topics are organized and related to the concept of the product life cycle. Major emphasis is directed to those phases of the life cycle—validation, full-scale develop-

ment, and production—that are most likely to be under project management.

Prerequisites: This course is designed for those personnel whose work assignments will be in the area of project or program management and who have a need for detailed knowledge of the techniques used to manage selected weapon or equipment systems. Persons chosen to attend this course would include program officers, program and management analysts, project and industrial engineers, systems accountants, and contracting specialists.

Course Title: SURVEILLANCE OF PERFORMANCE MEASUREMENT SYSTEMS 195 (JT)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio

Length: 10 Days

Purpose: To develop the knowledge, skills, methods and background necessary to properly perform the maintenance and surveillance function of a contractor's system that has been validated under DODI 7000.2.

Scope: This course includes an in-depth lecture/discussion on (1) the DoD criteria (C/SCSC), (2) the planning and executing of a plan for surveillance, (3) the analysis of contractor-furnished performance measurement data and (4) the maintenance of systems discipline within the contractor's organization. The emphasis in the course is on the design and maintenance of the system to ensure the quality and reliability of the data underlying the contractor's submissions. Heavy emphasis is on logic, system analysis, data system trouble shooting and problem analysis.

Prerequisites: This course is designed for military officers and civilian personnel in grades of GS-11 or higher such as cost or price analysts, financial management specialists, management analysts, procurement specialists, production specialists, industrial engineers, auditors or audit staff officers and other similar specialists who are, or will be, charged with the maintenance and surveillance of contractor performance measurement systems. Potential students should be familiar with MIL-STD-881, MIL-STD-449, AFSCR 375-7, AFLCP/AFSCP 173-5, AMCP 37-5 and NAVMAT P5240. Potential students should also have approximately six months experience in a C/SCSC position.

Security Clearance: None.

Course Title: SYSTEM PROGRAM MANAGEMENT 570 (AF)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio

Length: 33 Class Days

Purpose: This course is designed to provide a comprehensive review of the many aspects of System Program Management as accomplished in the System Program Office (SPO).

Scope: The SPO environment will be created through a realistic description and study of the SPO organization, responsibilities, management techniques, and problems. Through the use of a management simulation exercise, the student will experience the actions necessary in resolving typical System Program Management is-

sues. DoD and Air Force policy and procedures, SPO financial management, configuration management, reliability, development, testing, procurement, production, supply, maintenance, facilities and other areas specifically concerned in the management of Weapon and Support System Programs will be covered. Instructional methods include lectures, seminars and management exercises.

Prerequisites: This course is designed for military officers and DoD civilians who have System Program Office experience and who are currently assigned to key SPO or staff positions. Officers will generally be in grades of O-3 through O-5 and civilians GS-12 and above.

Security Clearance: SECRET required.

Course Title: TEST AND EVALUATION MANAGEMENT (8D–F30) (AR)

Location: USALMC, Fort Lee, Virginia 23801

Length: 9 Days

Purpose: To examine the management considerations involved in the test and evaluation of Army materiel.

Scope: Purposes and objectives of Army test and evaluation. Functions and responsibilities of Assistant Chief of Staff, Force Development (ACSFOR); Office of Chief, Research and Development (OCRD); Operational Test and Evaluation Agency (OTEA); Logistics Doctrine and Readiness Agency (LDSRA); Army Materiel Command (AMC); Training and Doctrine Command (TRADOC); and Forces Command (FORSCOM). Management uses of statistics, risk analysis, and financial management; and problem solving in the T&E environment.

Prerequisites: The nominee must currently be assigned, or scheduled for assignment, to T&E or related logistics support duties at mid-management of decision-making levels.

Military Personnel: Commissioned officers and Warrant Officers, grade W-3 and above, on active duty with the Army, have at least 1 year of potential service upon completion of the course. Reserve officers with assignments that meet the prerequisites established above.

Civilian Personnel: Career or career-conditional employees in grade GS-9 or above, with at least 2 years of potential Government employment subsequent to completion of the course.

Security Clearance Required: Secret.

SECTION 4
COURSE DESCRIPTIONS

INDEX O
PROPERTY DISPOSAL

Course Title: DEFENSE ADVANCED DISPOSAL MANAGEMENT (8B–F17) (JT)

Location: USALMC, Fort Lee, Virginia 23801

Length: 4 Weeks

Purpose: To promote efficiency, effectiveness, and economy within the Department of Defense (DoD) disposal program by improvement of the technical and management skills of its assigned supervisory personnel. This course contributes to the development of, but does not qualify Army officer personnel for, either MOS code 4600 or 4601.

Scope: This course provides for a full range of discussion of current DoD disposal program policies, procedures, and objectives. It provides for study and analysis of policies and procedures involving utilization, transfer, donation, sale, abandonment, and destruction of DoD excess and surplus personal property. It is designed to develop the latent managerial abilities of the students by presenting:

a. the broad concepts of management principles and executive skills.

b. the overall objectives of the DoD disposal program.

c. a laboratory environment permitting the application of managerial principles, skills, policies, and procedures to actual situations encountered by DoD program supervisors.

Prerequisites: Individuals nominated should be high school graduates and must occupy a supervisory position with the DoD disposal program. It is further recommended that nominees have completed a basic course in property disposal operations.

Military Personnel: Commissioned Officers, Warrant Officers, and selected noncommissioned officers, E-6 and above with a minimum of 2 years of active duty remaining after completion of the course. Personnel must be presently in, or on orders to, a position requiring disposal management training.

Civilian Personnel: GS-7 and wage board equivalent or above with a career or career-conditional status and 3 years of work expectancy with the Government in the functional field of property disposal upon completion of the course. Grade waivers will be considered on an individual basis. Requests for waivers require indorsement by the nominee's activity commander and quota-holding command prior to submission to USALMC for final decision.

Security Clearance Required: None.

Course Title: DEFENSE DISPOSAL EXECUTIVE DEVELOPMENT SEMINAR (8B–F18) (JT)

Location: USALMC, Fort Lee, Virginia 23801

Length: 2 Weeks

Purpose: To improve the effectiveness, efficiency and economy of the Department of Defense Disposal Program by improving the executive skills of personnel who occupy middle and top-management positions within the Department of Defense Disposal Program. Contributes to the development of, but does not qualify, Army officer personnel for MOS code 4600 or 4601.

This seminar is designed to improve the executive skills of participants by:

1. Presenting and analyzing the current trends and developments within the DoD Disposal Program.

2. Familiarizing participants with the systems approach to management, with emphasis placed upon scientific and quantitative management tools and techniques.

3. Analyzing the nature of the management process within the disposal executive's environment, the particular skills required to perform his functions, and the personal traits that are characteristic of successful executives.

4. Providing an academic environment that permits the application of managerial principles, skills, policies, and procedures to actual problems encountered by DoD Disposal Program managers.

The nature of this seminar is conducive to having prior attendees return in a cyclic basis; therefore, recycling of personnel every 3 years is encouraged.

Scope: The scope of this course ranges from a discussion of theoretical concepts, processes, principles and techniques of management; through an understanding of the disposal executive's environment and the skills and characteristics which he should possess; to the development of the individual participant's ability to translate these premises into executive action required to achieve effective management of the Department of Defense Disposal Program.

Prerequisites: Individuals nominated must (1) be high school graduates; (2) occupy a supervisory position within the Department of Defense Disposal Program; and (3) have successfully completed the Defense Advanced Disposal Management Course, USALMC, Fort Lee, Virginia.

Military Personnel: Commissioned officers with a minimum of 2 years of active duty remaining after completion of the course. Officers must be presently in or on orders to a position requiring disposal management training.

Civilian Personnel: GS-11 or above with a career or career-conditional status who have a minimum of 3 years work expectancy with the Government in the functional field of property disposal upon completion of the course. Grade waivers will be considered on an individual basis. Requests for waivers require indorsement by the nominee's activity commander and quota-holding command prior to submission to USALMC for final decision.

Security Clearance: None.

Funding: The Commandant, USALMC, will provide a citation of funds to cover travel and per diem costs of all Army students, employed in the continental United States, who are accepted for attendance at this course.

Course Title: DEFENSE DISPOSAL MANAGEMENT SEMINAR (8B–F21) (JT)

Location: USALMC, Fort Lee, Virginia 23801

Length: 1 Week

Purpose: To update personnel in the latest concepts, policies, and procedures applicable to the management of the Department of Defense Materiel Utilization and Disposal Program.

Scope: This seminar is designed to cover the latest concepts, policies, procedures, and techniques involved in the utilization, donation, and sale of excess and surplus personal property. Major subelements of the materiel utilization and disposal program also will be covered including storage, merchandising, sales contract administration, and disposition of proceeds. Moreover, a general overview of the management process and its application to disposal will be presented.

Prerequisites: Individuals nominated to attend this course should have successfully completed the Defense Advanced Disposal Management Course (formerly the Armed Forces Surplus Disposal Management Course).

Military Personnel: Commissioned officers and noncommissioned officers and a member of the active service with 2 years of active duty remaining after completion of this course.

Civilian Personnel: GS-7 or above with a career or career-conditional status. Nominees must have a minimum of 3 years work expectancy with the Federal Government remaining after completion of the course.

Security Clearance Required: None.

Funding: The Commandant, USALMC, will provide a citation of funds to cover travel and per diem costs of all Army students, employed in the continental United States, who are accepted for attendance at this course.

Course Title: DEFENSE METALS IDENTIFICATION (8G–F2) (JT)

Location: USALMC, Fort Lee, Virginia 23801

Length: 1 Week

Purpose: To provide standardized training to disposal personnel in identification, classification, and segregation of scrap metals. The course is designed for military and civilian personnel whose principal duties are the handling of metallic scrap. The objective of the course is to improve and standardize procedures used to identify, classify, and segregate metals in order to obtain the optimum monetary return to the Government.

Scope: Importance of proper identification, segregation, and classification; methods of positive identification to include visual, magnetic, spark, and chemical spot testing. Emphasis is placed on student performance utilizing selected sample metals and identification tools such as magnets, abrasive wheels, and chemicals.

Prerequisites: Military and civilian personnel whose actual or anticipated assignments include the identification and segregation of metallic scrap. Normal color vision is required.

Military Personnel: Commissioned officers, noncommissioned officer and enlisted personnel whose duty assignment or anticipated duty assignment relates directly or indirectly to the management and/or detailed operation of a disposal scrapyard.

Civilian Personnel: Individuals whose actual or anticipated assignment is to work within or supervise a disposal scrapyard.

Security Clearance Required: None.

Course Title: PROPERTY DISPOSAL OPERATIONS (8G–F1)

Location: USALMC, Fort Lee, Virginia 23801

Length: 4 Weeks

Purpose: To provide disposal personnel with a working knowledge of all functions involved in the operation of property disposal activities and sales offices. MOS for which trained: None.
Scope: This course covers all aspects of property disposal operations including an examination of regulatory statutes; principles of supply management and their relationship to disposal; sales contracting procedures and administration and contract law.

Prerequisites: Individuals nominated to attend this course must have demonstrated satisfactory performance of duties and must have sufficient educational background to comprehend the terminology and techniques employed in the conduct of instruction.

Military Personnel: Commissioned officers, warrant officers, and selected noncommissioned officers. Personnel must be presently in, or on orders to, a position requiring disposal training.

Civilian Personnel: Permanent civil service employees assigned or under orders for assignment to a property disposal activity or sales office.

Security Clearance Required: None.

Funding: The Commandant, USALMC, will provide a citation of funds to cover travel and per diem costs of all Army students employed in the continental United States who are accepted for attendance at this course.

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COURSE DESCRIPTIONS

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QUALITY ASSURANCE/CONTROL AND RELIABILITY

Course Title: DESIGNING QUALITY PROGRAMS (JT) 8D–F19

Location: AMETA, Rock Island, Illinois

Length: 1 Week

Purpose: This course is designed to provide enrollees with a thorough knowledge of the elements of quality systems engineering in manufacturing, repair, rebuild, storage, and supply activities.

Scope: Topics include various phases of the quality program such as establishment of quality objectives, organizing for the program, management decision identification, management information systems, failure identification and correction, and measures of effectiveness of a quality program. Special attention is given to the managerial and analytical tools which can be utilized to establish and maintain a management information system upon which quality decisions can be based with emphasis on quality costs.

Prerequisites: This course is designed for quality control managers and quality control specialists concerned with program implementation in manufacturing, rebuild, maintenance, storage, and supply activities. It is not intended for personnel performing quality assurance tasks related to the acceptance of materiel at contractor facilities (e.g., DCAS, QA representatives and QC specialists). Satisfactory completion of this course is not likely without a working knowledge of statistical process controls and standard sampling theory.

Course Title: ELEMENTS OF RELIABILITY AND MAINTAINABILITY (JT) (5A–F2)

Location: AMETA, Rock Island, Illinois

Length: 3 Weeks

Purpose: This course is designed to provide the enrollees with a working knowledge of the mathematical, engineering, and managerial aspects of reliability and maintainability, including an introduction to system effectiveness.

Scope: Among topics to be considered are the concepts of reliability (R) and maintainability (M), R&M requirements, R&M design consideration, managerial aspects of R&M programs, component and system reliability measure-

ments, probability and statistics, data feedback and analysis, and an introduction to system effectiveness.

Prerequisites: This course is designed for engineers and scientists currently engaged in reliability and maintainability activities. Enrollees are required to have completed mathematics through differential and integral calculus.

Course Title: MANAGEMENT OF THE QUALITY FUNCTION (8D-F18) (JT)

Location: AMETA, Rock Island, Illinois 61201

Length: 2 Weeks

Purpose: This course is designed to provide the enrollee with an awareness of a broad spectrum of management techniques, with particular attention to the product assurance field of the acquisition system; to broaden the concepts developed during his technical experience. Current quality management problems and recent quality developments will receive special attention.

Scope: History and background of military quality methods and problems; general management principles and techniques; control systems for accomplishing quality objectives and a brief survey of industrial quality methods.

Prerequisites: Personnel whose assignments require supervisory or include program management responsibilities in the quality control or quality assurance area.

Military Personnel: Commissioned officers in the grade of O-3 or higher with at least 3 years of potential service.

Civilian Personnel: GS-11 or higher with at least 5 years of potential employment.

Security Clearance Required: None.

Course Title: PROCUREMENT PRODUCT ASSURANCE (JT) 8D-F34

Location: AMETA, Rock Island, Illinois

Length: 2 Weeks

Purpose: This course is designed to provide the enrollee with practical guidelines and techniques for carrying out an overall product assurance program at a contractor's facility. It covers review of the contractor's quality procedures, valuation of the application of those procedures, and validation of the effectiveness of the procedures.

Scope: Topics include objectives of procurement product assurance, acceptability criteria, producer's system adequacy, materiel monitoring effectiveness measurement, and corrective action.

Prerequisites: The course is designed for Quality Assurance Representatives located at producer's facilities and their central office supervisors. It is not designed for line inspectors, inspection leaders or foremen, or for persons performing quality control and inspection functions at in-house manufacturing and rebuild facilities. Enrollees must have completed a course in Statistical Quality Control and have more than three years' experience in quality assurance positions.

Course Title: PRODUCT ASSURANCE APPRECIATION (JT) 8D-F21

Location: AMETA, Rock Island, Illinois

Length: 1 Week

Purpose: This course is designed to provide the enrollees with a fundamental understanding of the philosophy and policies for product assurance throughout the materiel life cycle.

Scope: Emphasis is given to the continuing nature of quality matters from adoption of a development project to obsolescence. Topics include the materiel life cycle, DoD instructions and policy, relationship of reliability, maintainability, value engineering, and safety to quality, new design assurance, production assurance, procurement assurance, and inventory assurance.

Prerequisites: This course is designed for personnel occupying positions that require a fundamental understanding of product assurance, (e.g., contract administrators, engineers, equipment specialists, contract negotiators, contracting officers, and specification writers), as well as personnel performing inspection, quality control, quality assurance, or quality management work, and having less than one year of experience in the inspection or quality field. It is not intended for the individuals considered journeymen in product assurance activities.

Course Title: RELIABILITY 435 (AF)

Location: AFITSL, Wright-Patterson Air Force Base, Ohio

Length: 15 Class Days

Purpose: The course povides the participant with an understanding of the principles and assumptions underlying the theory of reliability, and the skills necessary to employ the techniques of reliability in solving problems and carrying out reliability programs.

Scope: The course content includes a study of the statistical distributions used in reliability including the binominal, Poisson, normal, exponential and Weibull; reliability allocation and prediction techniques; test plans, O.C. curves, and the use of Mil Standards; data analysis, confidence intervals, their construction and interpretation; applications of mathematical models, reliability program management and current problems of reliability. The participants have an opportunity to apply these principles and techniques to life cycle costing in a reliability management simulation exercise.

Prerequisites: Personnel in Quality Control, Maintenance, Supply, Procurement, and other functional areas whose work requires an understanding of the basic concepts of reliability. This course is designed for military officers and equivalent grade civilian personnel.

Security Clearance: None.

Course Title: RELIABILITY PROGRAM MANAGEMENT SEMINAR (JT) 7A–F28

Location: AMETA, Rock Island, Illinois

Length: 1 Week

Purpose: This seminar is designed to provide the enrollees with a knowledge of recent developments in the fields of reliability and maintainability (RAM) programs.

Scope: The seminar typically consists of guest speakers from Government, industry and universities who discuss current topics in the reliability and maintainability areas. Emphasis is given to program management rather than to technical topics.

Prerequisites: This seminar is designed for executive personnel who have the authority to initiate and direct reliability programs. Priority will be given to military managers O-5 and above and civilian managers GS-14 and above (or their equivalents).

Course Title: SAMPLING PROCEDURES FOR RELIABILITY TESTING (JT) (7E–F16)

Location: AMETA, Rock Island, Illinois

Length: 1 Week

Purpose: This course is designed to provide the enrollees with a working knowledge of sampling plans currently utilized in life and reliability testing.

Scope: Introduction to reliability, probability distribution, attributes sampling plans, variables sampling plans, life testing based upon expotential failure times, life testing based upon the Weibull distribution, tests on underlying distributions, and accelerated life testing are topics discussed.

Prerequisites: This course is designed for enrollees occupying positions of Quality Control Specialists, Inspectors and Quality Assurance Technicians who are required to administer or evaluate reliability sampling procedures. Enrollees must have successfully completed Statistical Quality Control I or its equivalent.

Course Title: STATISTICAL QUALITY CONTROL I (JT) (8D–F23)

Location: AMETA, Rock Island, Illinois

Length: 2 Weeks

Purpose: This course is designed to provide the enrollees with a working knowledge of the basic statistical techniques currently utilized in the construction, interpretation, and evaluation of process controls and inspection sampling plans; and a general knowledge of some of the basic concepts of reliability.

Scope: Topics include statistical and probabilistic concepts and their applicability to quality control activities; statistical process controls; process capability analysis; the design and interpretation of sampling plans; administrative and technical procedures for sampling inspec-

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tion by attributes and variables; continuous sampling by attributes; and reliability.

Prerequisites: This course is designed for technicians and supervisors engaged in inspection, quality control, and quality assurance activities. Satisfactory performance in this course is not likely without facility in fundamental algebraic techniques. Enrollees are advised to review these fundamentals before coming to the course.

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INDUSTRIAL SECURITY ADMINISTRATION

Course Title: INDUSTRIAL SECURITY ORIENTATION (5220.1) (JT)

Location: Defense Industrial Security Institute, Defense General Supply Center, Richmond, Virginia 23219

Length: 1 Week

Purpose: To provide the student with a general understanding and interpretation of the Defense Industrial Security Program as administered by the Defense Supply Agency.

Scope: General knowledge of the history, management, application, and functions of the Defense Industrial Security Program; the Industrial Security organization for security cognizance; applicable laws and regulations affecting the Defense Industrial Security Program; security hazards which confront industrial facilities and sites; technical security resources applicable to the Defense Industrial Security Program; international aspects of the Defense Industrial Security Program; procedures for establishing eligibility of a contractor to perform on classified procurements; responsibilities of the contracting officers and their relationship to the Defense Industrial Security Program. Discussion of the security requirements and controls as set forth by the Industrial Security Manual and Regulation; procedures required to originate, supervise, and administer a continuous industrial security education program; procedures necessary to process personnel and facility security clearance actions; details of the Industrial Security Personnel Clearance Program; Special Security Requirements (i.e., Crypto, Commercial Carriers).

Prerequisites: 1. Military and civilian personnel in the Defense Industrial Security Program other than Industrial Security Representatives and Industrial Security Staff Specialists

2. Other military and civilian personnel of the Federal Government engaged in, or to be engaged in, procurement and contract administration activities which are related to the Defense Industrial Security Program, or

3. Employees of any Federal Government agency who desire an orientation on the Defense Industrial Security Program.

4. SECRET Security Clearance required.

Course Title: INDUSTRIAL SECURITY SPECIALIST (5220.2) (JT)

Location: Defense Industrial Security Institute, Defense General Supply Center, Richmond, Virginia 23219

Length: 3 Weeks

Purpose: To provide the Industrial Security Specialist, GS-080, with a comprehensive understanding and interpretation of the Defense Industrial Security Program and to qualify such personnel to implement the Defense Industrial Security Program at cognizant security office level.

Scope: General knowledge of the history, management, application, and functions of the Defense Industrial Security Program; the Defense Industrial Security organization for security cognizance; applicable laws and regulations affecting the Defense Industrial Security Program; security hazards which confront industrial facilities and sites; technical security resources applicable to the Defense Industrial Security Program; responsibilities of contracting officers and their relationship to the Defense Industrial Security Program; and related security programs. Working knowledge of the security requirements and internal security controls, as set forth in DoD 5220.22-M and R; procedure relating to the facility clearance survey; personnel clearance program and actions; determination of foreign ownership control, and influence factors; set-up and accomplishment of facility inspections; techniques relating to inspections; advice and guidance to contract management; development and maintenance of a security education program; information security and classification management; special security arrangements and requirements; physical security standards and controls; security requirements for cryptographical security; international aspects of the Industrial Security Program.

Prerequisites: Civilian or military personnel presently or about to be engaged in duties relating to the Defense Industrial Security Program who require training to more efficiently perform the duties of an Industrial Security Representative or Staff Specialist at cognizant security office level. SECRET security clearance required. (For additional information, see page 54).

NOTE: Personnel who are not or expected to be directly involved in duties with the Defense Industrial Security Program will probably find this course too detailed. Such personnel should apply for the Industrial Security Orientation Course, 5220.1 (JT).

Course Title: INDUSTRIAL SECURITY CAREER SEMINAR (5220.3) (JT)

Location: Defense Industrial Security Institute, Defense General Supply Center, Richmond, Virginia 23219

Length: 1 Week

Purpose: To provide industrial security personnel with advanced training and retraining, on a three to five year cycle, through exploitation of the knowledge and experience of the attendees. Emphasis is given to uniform interpretation and implementation of the Defense Industrial Security Program requirements, methods of accomplishment; understanding of current policy; and, discussion of projected changes and developments.

Scope: Working knowledge of relationship be-

tween the cognizant security office, the user agency procuring activity and the contractor; trends in the Defense Industrial Security Program; procurement procedures and contract administration requirements. Qualified knowledge of policies which implement the Defense Industrial Security Program; functions and operations of the cognizant security office; personnel clearance actions and problem areas; regular and special security problems in all facets of the Defense Industrial Security Program; facility security clearance actions and problem areas; principles of information security and classified management; applicable physical security measures; advance techniques, procedures and methods used in the conduct of inspections; techniques in the management of the inspectors resources and efforts; special industrial organizations; overseas operations of the Defense Industrial Security Program; and, values of technical security measures.

Prerequisites: 1. Industrial Security personnel in the GS-080 series, GS-9 or above, who are graduates of the Industrial Security Specialist Course (formerly Basic Industrial Security Course) or the Advanced Industrial Security Course, who have had three or more years Industrial Security field experience since attendance at one of the courses cited above.

2. Other military and civilian personnel who are engaged in the performance of responsibilities attendant to the Defense Industrial Security Program (i.e., classified procurement and contract administration specialists) who have three or more years activity in such capacities and who are considered to be qualified for advanced training (acceptance to be determined by the Commandant, DISI.)

3. Industrial Security Specialists who are nongraduates of the Industrial Security Specialist Course (formerly Basic Industrial Security Course) or Advanced Industrial Security Course, but who have had more than four years field experience in the Defense Industrial Security Program.

4. A SECRET Security Clearance is required for attendance at this seminar (for additional information see page 54).

NOTE: Personnel who do not have responsibilities in connection with DoD 5220.22R (Industrial Security Regulation) are not considered eligible for this seminar.

Course Title: INDUSTRIAL SECURITY MANAGEMENT (5220.4) (JT)

Location: Defense Industrial Security Institute, Defense General Supply Center, Richmond, Virginia 23219

Length: 1 Week

Purpose: To provide U.S. contractor personnel with a general understanding and interpretation of the Defense Industrial Security Program as applicable to requirements and administrative procedures involved in safeguarding classified defense information in the possession of United States industry.

Scope: General knowledge of the history, management, application and functions of the Defense Industrial Security Program; the Defense Industrial Security organization for security cognizance; applicable laws and regulations affecting the Defense Industrial Security Program; security hazards which confront the industrial facilities and sites; technical security resources applicable to the Defense Industrial Security Program; international aspects of the Defense Industrial Security Program; recurring inspections; facility security clearance survey; the security requirements of cryptographic security. Woring knowledge of security requirements and system of security controls as required and outlined by the Industrial

Security Manual and the Security Agreement; procedures required to originate, supervise, and administer a continuous industrial security education program; procedures necessary to prepare, assemble and process all documentation for personnel clearance and facility security clearance actions; the Industrial Personnel Security Clearance Program.

Prerequisites: Civilian personnel employed by contractors which have been issued a facility security clearance pursuant to the Defense Industrial Security Program (see Industrial Security Regulation DoD 5220.22R). Nomination of attendees will be by the contractor to the cognizant security office which will forward a list of all its nominations to the Commandant, Defense Industrial Security Institute, not later than 2 weeks before the course starting date. CONFIDENTIAL security clearance required. (See page 54 for certification requirements.)

Course Title: INDUSTRIAL SECURITY EXECUTIVE SEMINAR (5220.5) (JT)

Location: Defense Industrial Security Institute, Defense General Supply Center, Richmond, Virginia 23219

Length: 1 Week

Purpose: To provide executive level security personnel of government and industry directly engaged in the Defense Industrial Security Program, a seminar type management development program of advanced instruction and a forum for the maximum exchange of ideas, experiences, suggestions, and recommendations.

Scope: This seminar is designed to stimulate a team concept and create an environment for the free exchange of ideas, experiences, philosophies, opinions and methods between executive attendees of government and industry. To this end, presentations will be made by guest speakers and seminar participants who are recognized for their expertise in a particular area of industrial security. The seminar also provides a forum for discussions of areas of current mutual concern to government and industry representatives.

Prerequisites: 1. Government Personnel: Civilian Personnel, GS-12 and above, and military personnel of rank of O-4 and above who are directly involved in the Defense Industrial Security Program (DISP) at the executive level. Spaces for government attendance will be allocated in bulk to HQ DSA for assignment of quotas to industrial security personnel of OSD, DoD agencies, the military departments, NASA, and other Federal Government agencies (User Agencies) participating in the DISP.
2. Industry Personnel: Security personnel at the executive level employed by contractors who have been issued a facility security clearance pursuant to the Defense Industrial Security Program (see Industrial Security Regulation DoD 5220.22R). Preference will be given to representatives of companies having an active security program who have attended the Industrial Security Management Course (5220.4) and who are recognized for their currently active participation in and/or contributions to industrial security associations, societies, seminars, meetings, and the like. Priority consideration will be given to representatives of facilities awarded the James S. Cogswell Outstanding Security Awards. Spaces for contractor attendees will be allocated to each cognizant security office to designate one nominee and one alternate per session. Headquarters, DSA, CAS, in turn will send invitations to contractor nominees and will advise the cognizant security office and Defense Industrial Security Institute of their acceptances.

Security Clearance Required: SECRET for attendees.

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VALUE ENGINEERING

Course Title: MANAGING THE VALUE ENGINEERING PROGRAM (JT) 8D–F28

Location: AMETA, Rock Island, Illinois

Length: 2½ Days

Purpose: This workshop is designed to enable executive personnel to thoroughly explore the philosophy and characteristics of a value engineering program.

Scope: Course content includes initiating, organizing and staffing the program, value orientation and training programs, planning, controlling and measuring the effectiveness of value engineering programs, and contractual aspects of value engineering. Special emphasis will be placed upon the manager's responsibility for a successful program and techniques for, and aspects in, organizing and running that program as well as the role of contracting for value engineering. Major attention is given to various problem areas common in most value engineering programs. A major highlight of this course is the exchange of ideas between enrollees and between enrollees and specially qualified guest speakers experienced in value engineering programs in government and industry.

Prerequisites: This workshop is designed for executive personnel who have authority to initiate and direct value engineering programs. It is assumed that attendees are well-grounded in the concept, philosophy, and techniques of value engineering.

Course Title: PRINCIPLES AND APPLICATIONS OF VALUE ENGINEERING (JT) 8D–F27

Location: AMETA, Rock Island, Illinois

Length: 2 Weeks

Purpose: This course is designed to provide uniform value engineering training in the Department of Defense.

Scope: Course content includes value engineering methodology, value engineering projects, cost and value aspects of total systems management, and value engineering program management including contracting. During the course, emphasis will be placed on value engineering methodology throughout the system life cycle and project work.

Prerequisites: This course is designed for engineers and technical specialists. People chosen to attend this course should have had previous experience in one or more of the following specialities: research and development, design engineering, product engineering, industrial engineering, production, maintenance engineering, quality and reliability, material specialists, and procurement.

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DEFENSE INTELLIGENCE MANAGEMENT

Course Title: DEFENSE INTELLIGENCE MANAGEMENT (DIMC)

Location: Naval District Washington (Anacostia Annex)

Length: 6 Weeks

Frequency: Once a year

Purpose: This course is designed to provide military officers and civilian personnel with professional training in management principles and techniques as they apply to intelligence resources, processes, and information systems at national, unified command and departmental levels.

Scope: Concepts of modern management organizational structures, group behavior, decision making, techniques for management, the communications process, analytical aids to management, the national intelligence community, the planning, programming and budgeting system of the Department of Defense, the Defense Intelligence Management Cycle, management of change, management of special functions, and problems in intelligence management and crisis management.

Prerequisites: Commissioned officers or civilian employees who have attended a basic intelligence course or have a minimum of 2 years intelligence experience. Personnel attending the course should be selectees for intelligence management positions. Final TOP SECRET security clearance with access to SI/SAO information certified is required.

Course Title: JOINT INTELLIGENCE ORIENTATION (JIOC)

Location: Naval District Washington (Anacostia Annex)

Length: 4 Weeks

Purpose: To provide active duty military officers and career civilians with an appreciation of joint intelligence, its primary purpose, major functions and the application of the components of strategic intelligence to the study of the major world areas. Frequency: Twice a year.

Scope: Instruction is accomplished by guest and faculty lectures, seminars, programmed

texts and films. Subjects include the nature and significance of strategic intelligence, development of U.S. foreign policy and military strategy, the organization and function of national intelligence organizations, the intelligence process, production of national strategic intelligence estimates, defense intelligence planning, programming and budgeting, collection of intelligence, intelligence data handling systems, counter-intelligence, Communism, insurgency and U.S. counterinsurgency policy and programs, analysis of developing nations and strategic appraisal of major geopolitical areas of the world.

Prerequisites: Active duty commissioned officers of grade O-3 and above, and civilian employees of grade GS-9 or higher. Nominees should be newly assigned to the Washington area or to Unified and Specified Commands' intelligence staffs, and have a "need-to-know" concerning interagency and joint intelligence relationships. Personnel in non-intelligence assignments having a "need to know" can also be accommodated.

Students must possess an INTERIM TOP SECRET security clearance.

Course Title: NATIONAL SENIOR INTELLIGENCE (NSIC)

Location: Naval District Washington (Anacostia Annex)

Length: 14 Weeks

Frequency: Once a year

Purpose: This course is designed to enhance the career preparation of selected, senior military officers and key civilian personnel for important command, staff and policy making positions in the national and international security structure.

Scope: National level Defense structure, capabilities of the national intelligence community, functions of collection and production, managing and directing intelligence activities and operations, command use of intelligence, current problems of the intelligence community, briefing techniques, auomated data processing of intelligence, joint, combined and unified command intelligence staffs, formulation of U.S. foreign policy, national security policy.

Prerequisites: Senior military intelligence officers in grade O-5 and above and civilians in the grade of GS-13 and above. Waivers for highly qualified personnel will be considered on an individual basis. Nominees should have broad training and experience in the intelligence field, must possess a final TOP SECRET clearance, and must be certified as meeting SI/SAO standards.

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